2016-2017 Catalog

Celebrating

1926
2016

Years

TJC

Tyler Junior College
Catalog 2016-2017

Information contained herein is subject to change without notice.

Release Date: 01/12/16

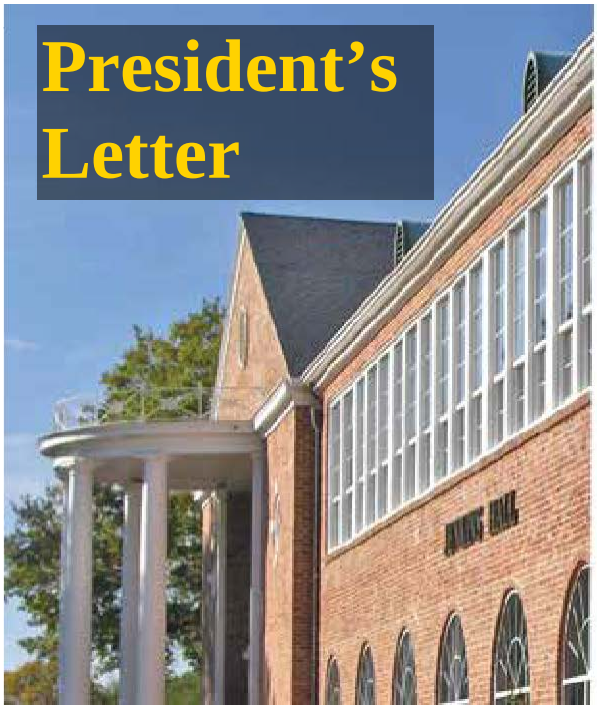
About the Catalog

The TJC Catalog is intended to serve as a guide to help you reach your desired goal, and it was prepared from existing information and policies, current at the time of dissemination. The Catalog is intended to serve as a resource to the student body of the institution, but it does not constitute a contract between Tyler Junior College and any person or entity. It is important to note that to the extent that any content of this Catalog conflicts with or is inconsistent with Tyler Junior College policies (current or as amended in the future), then College policies will control and govern. All Tyler Junior College policies may be found online at Board PolicyManual. Additional guidance is also available in the TJC Student Handbook. The content is subject to modification and change at any time in order to accommodate those changes in educational plans, resources, policies, procedures, and administrative, state, and federal regulations. For curriculum changes and updates, refer to the Catalog online at www.tjc.edu/catalog.

Not all courses listed in this Catalog are offered each semester. The College reserves the right to select the courses to be offered during any session. Each semester the College produces an online schedule listing of those courses to be offered. Schedules are made public and available to students as early as possible prior to the beginning of each Fall, Spring, Summer and Mini-mesters.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

President's Letter



Welcome to Tyler Junior College. TJC has a rich and vibrant history that began 90 years ago in 1926. That history continues today as we build upon our traditions and put our students and our College in a position for a successful future.

TJC now enrolls nearly 12,000 credit students and offers a wide variety of both transfer and workforce programs. It has a proud history of fulfilling its three promises of providing students with the opportunity for 1) A Quality Education, 2) A Vibrant Student Life and 3) Community Service.

TJC has specific values and expectations which guide the behavior of all who are part of our TJC campus community. There is a great deal of pride among our TJC family members and as a new member to our family, we expect you to understand what Apache Pride means and to behave in ways that advance Apache Pride as well as you as an Apache. To be part of this fine institution means that you will conduct yourself in ways that demonstrate TJC Apache PRIDE, which to me stands for the following:

Purpose – To be part of TJC means that I have a purpose for being in college and for engaging in a purposeful student experience that promotes learning, mutual respect, civility and positive regard toward others.

Responsibility – I am responsible for my behavior and will strive to be a positive force in my classes, in my relationships with others, and in the choices I make.

Integrity – I will practice academic and personal honesty and be a person whose words and behavior can be trusted.

Determination – I will not settle for less than my personal best, and I won't be discouraged and quit when obstacles get in the way of my bright future.

Excellence – I will do my best to reach my potential as a student and as a person so that I can be a source of pride for my family and for myself.

I encourage you to show your Apache Pride every day by smiling and greeting others, holding doors, picking up litter, showing respect and thoughtfulness, and treating others as you would like to be treated.

I look forward to seeing you on our campus and witnessing the fulfillment of your great potential.

Welcome to yourbright future!

Dr. Mike Metke
President

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WHERE TO WRITE OR CALL

For more information concerning specific aspects of the College, contact the Admissions office.

Write: Apache Enrollment Center
Tyler Junior College
P. O. Box 9020
Tyler, TX 75711–9020
admissions@tjc.edu

Telephone: 903–510–2523
1–800–687–5680
TTY 903–510–2394
Spanish Hotline: 903–510–3247
Web: www.tjc.edu

About TJC

Board of Trustees

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Accreditation

Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees as well as certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tyler Junior College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. General inquiries about Tyler Junior College admission requirements, financial aid, educational programs or other offerings should be directed to the College and not the Commission. The Automotive Technology, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Service Professions, Health Information Technology, Medical Laboratory Technology, Occupational Therapy Assistant, Polysomnography, Professional Tennis Management, Radiologic Technology, Respiratory Care, Surgical Technology, and Vision Care Technology programs are nationally accredited through their respective organizations. The Physical Therapist Assistant program is in the application process for national accreditation. The Associate Degree Nursing, Fire Academy, Law Enforcement Academy, Nurse Aide Program, and Vocational Nursing Education programs are state accredited.

TJC Mission Statement

To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life and community service.

TJC Vision Statement

To be a premier institution of higher education recognized for its academic and workforce programs, student life and community engagement.

TJC Civility Statement

In keeping with its rich traditions, Tyler Junior College pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian, and tolerant community.

Statement of Nondiscrimination

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

Our Pledge

The core values of Tyler Junior College are Academics, Perseverance, Accountability, Community, Honor and Excellence. As an Apache, I pledge to uphold these values with integrity and honesty and refuse to tolerate those who do not.

How We Began

Tyler Junior College was established in 1926 as part of the Tyler Public School System, during a nationwide movement to create community or junior colleges in response to a burgeoning freshman enrollment at universities.

The College gave residents of the Tyler area access to higher education, offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled. However, in 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued $500,000 in bonds for the school. The expansion of the College included new facilities and new full-time faculty members. Its growth came at an appropriate time for local residents and many veterans who returned to Tyler to seek new opportunities and realized those opportunities were linked to higher education. Tyler Junior College has continued to expand since its "rebirth" in the 1940's. The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD*, Grand Saline ISD, Lindale ISD, Tyler ISD*, Van ISD* and Winona ISD.

Today, while celebrating our 90th year, Tyler Junior College offers more courses in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 11,500 students each Fall semester. This growth continues with the addition of TJC-Jacksonville, TJC-Lindale and TJC-Rusk. In addition to college credit enrollment, approximately 15,000 individuals take continuing education courses each year through TJC.

**Portions are not in TJC District*

Our Creed

Apache Creed

We the Apaches of Tyler Junior College are guided by a common set of values that direct our decisions and our actions. As voluntary members of the academic community, all Apaches agree to uphold the following standards:

Academics
We believe in the pursuit of academic excellence • We believe an education is paramount • We believe this is the foundation of our future success.

Perseverance
We are not afraid of hard work • We excel to become the best.

Accountability
We accept the duty to demonstrate ethics and civility • We do not deceive, cheat, or steal • We deal peacefully with conflict.

Community
We believe we are part of a bigger world • We embrace diversity • We are here to serve others.

Honor
We believe in honesty and truthfulness • We believe integrity is a core value.

Excellence
We challenge ourselves to set and obtain high standards • We strive for the highest level of performance • We use our talents to assist others to obtain the ultimate collegiate and life-long learning experiences.

This Creed defines us as Apaches.

2016-17 Calendar

Fall Semester 2016

Aug. 22 – Classes Begin
Oct. 10 – Deadline to apply for graduation Dec.
5-8 – Final Exams
Dec. 9 – Commencement

Winter Term Semester 2016

Dec. 12 – Classes Begin
Jan. 4 – Final Exams

Spring Semester 2017

Jan. 17 – Classes Begin
Mar. 20 – Deadline to apply for graduation

May 8-11 – Final Exams
May 12 – Commencement

May Mester Semester 2017

May 15 – Classes Begin

Jun. 30 – Deadline to apply for graduation
June 2 – Final Exams

Summer I Semester 2017

June 5 – Classes Begin
Jun. 30 – Deadline to apply for graduation July 6 – Final Exams

Mid Summer Semester 2017

June 19 – Classes Begin
Jun. 30 – Deadline to apply for graduation July 20 – Final Exams

Summer II Semester 2017

July 10 – Classes Begin
Jun. 30 – Deadline to apply for graduation
Aug. 10 – Final Exams

Holidays

Sept. 5 – Labor Day
Nov. 23-25 – Thanksgiving Break
Dec. 19 – Jan. 2 – Winter Break Jan. 16 – ML King Holiday
March 13-17 – Spring Break
April 14 – Good Friday
May 29 – Memorial Day
July 4 – Independence Day

Full academic calendar at tjc.edu/academiccalendar.

For upcoming events visit
www.tjc.edu/events

August 2016

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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September 2016

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October 2016

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November 2016

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December 2016

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January 2017

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February 2017

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March 2017

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April 2017

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May 2017

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June 2017

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July 2017

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August 2017

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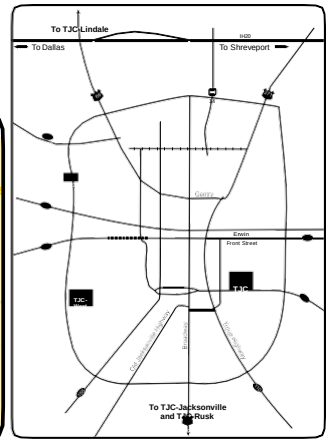
Where We Meet

The Main Tyler Junior College campus is located in Tyler, Texas, a progressive city of approximately 100,000 population in the northeast region of the state. Tyler is well-known not only for its roses and azaleas but for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum, public recreational facilities, and opportunities for higher education.



Buildings and Facilities

The Main Campus

Tyler Junior College operates five primary locations to serve its students and community partners. The Main Campus, 1400 Fifth Street (US Highway 64 East), includes more than 137 acres of property and more than 40 buildings. The Main campus is dotted with stately hardwood trees and includes nine residence halls.

The **White Administrative Services Center** houses the trustees board room and the offices of the President, Vice Presidents, Provost, Admissions, Registrar, Business Services, Financial Aid, Human Resources, Alumni Relations, Marketing and Public Affairs, Scholarship, Information Technology, the TJC Foundation, and the Cashier.

The **Residential Life and Housing** building includes offices for Residential Life staff, who manage the residence halls, and is where students apply for on-campus housing.

The **Robert M. Rogers Nursing & Health Sciences Center**, opened in January 2015, includes approximately 155,000 square feet of space dedicated to classrooms, labs and study areas for nursing and health science programs as well as the dental hygiene clinic and starting summer 2015, the Campus Clinic in addition to housing the office of the dean nursing and health sciences

At the **Rogers Student Center** are the Apache Rooms (multi-purpose meeting rooms), the TJC Bookstore, the College dining hall, the Center for Student Life and Involvement office (CSLI), TRiO, certain Support Services, the Academic Advising Center for transfer majors, recreational facilities, club/organization meeting space, student lounges, Career Services and the Testing Center.

The **Aleck Genecov Science Building** provides facilities for lab sciences and offices.

Potter Hall includes classrooms, offices and Deaf Student Services Office (DSS).

Center for Earth & Space Science Education is used to reinforce classroom instruction and meet the needs of the community.

H. E. Jenkins Hall is an academic building with faculty offices, an art exhibit wing and the offices of the deans of humanities, communications and fine arts as well as engineering, math and science.

The **Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech, as well as a small theatre. At the **Watson Wise and Emma Wise Cultural Arts Center** are music/dance and speech/theatre departments, in addition to offices, classrooms, practice rooms and the Jean Browne Theatre.

The **George W. Pirtle Technology Center** provides classrooms and labs for technical courses and the office of the dean of professional and technical programs.

The **Bonna Bess Vaughn Conservatory** features a large, fully equipped greenhouse conservatory with a reception area, classrooms and offices.

The **Vaughn Library/Learning Resource Center** was established as a center for research and academic support and offers its patrons books, print journals, databases to access online journals, audiobooks (primarily fiction), textbooks and other materials on reserve, and a multimedia non-print collection. Also housed in the Library are the TJC Archives and Special Collections, the Writing and Tutoring Center, the Quest Student Success Center, Distance Education Offices, the Multimedia Access and Production Center, and Starbucks. An open computer lab with printers is also available in the library.

Wagstaff Gymnasium and the **Joseph Z. and Louise H. Ornelas Health and Physical Education Center** house recreational facilities. Wagstaff Gym provides modern facilities for programs in intercollegiate athletics, a multipurpose room as well as general programs. The **OHPE Center** offers comprehensive fitness facilities including a gymnasium, indoor walk/run track, aerobics and dance studio, a weight room, racquetball courts, an aquatics area, and the band hall and Apache Belles studio.

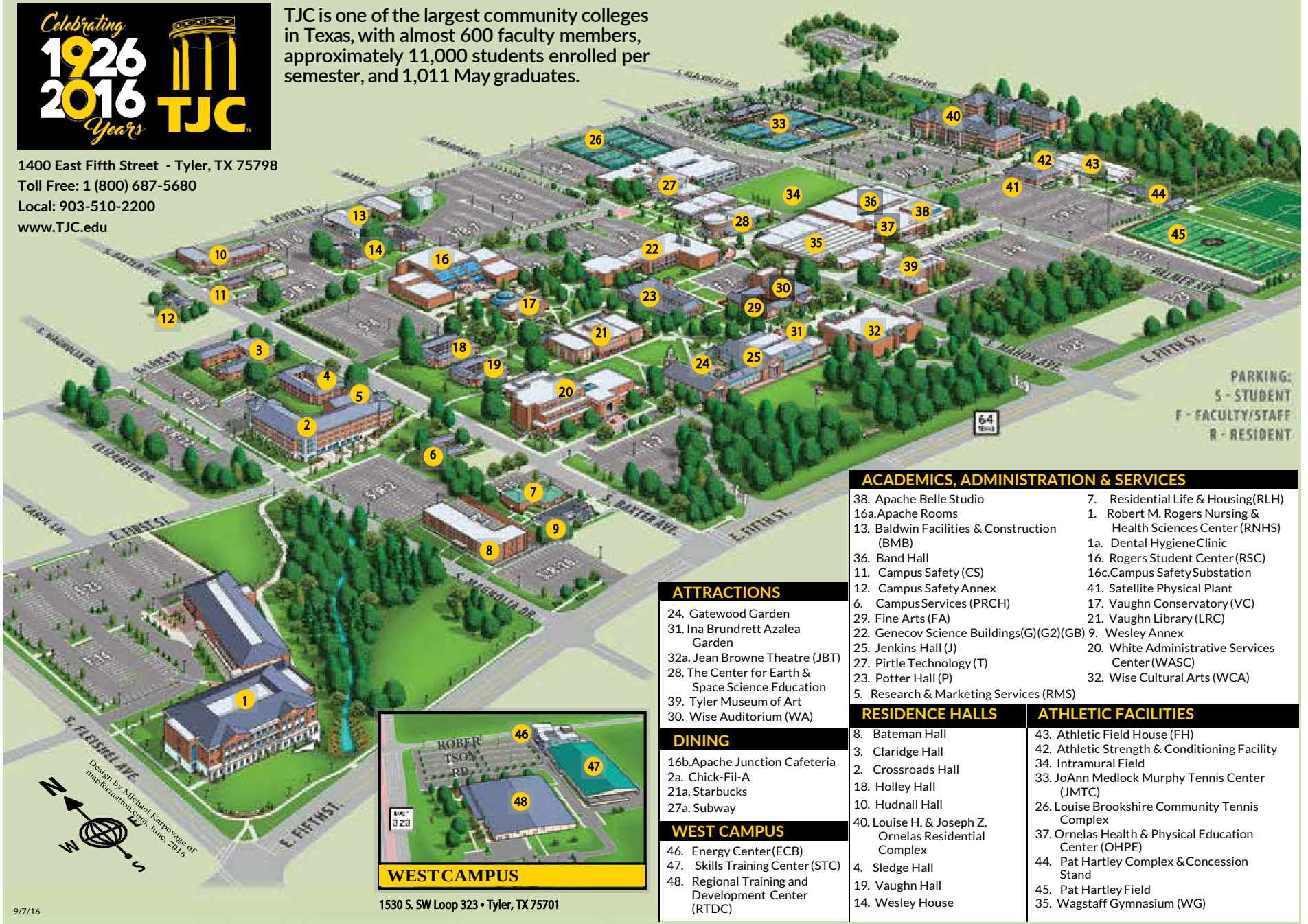
The **JoAnn Medlock Murphy Tennis Center** is home to classrooms and coaching and instructional offices for the men's and ladies' tennis teams and the professional tennis management program. The nearby **Louise Brookshire Community Tennis Complex** offers eight tennis courts for College and public use.

The College's residence halls offer suites for four students sharing a bathroom and two bedrooms. **Bateman Hall** houses 150 students, while both **Hudnall Hall** and **Claridge Hall** have room for approximately 90 students. **Sledge Hall** and **Holley**

MAIN CAMPUS MAP

TJC is one of the largest community colleges in Texas, with almost 600 faculty members, approximately 11,000 students enrolled per semester, and 1,011 May graduates.

1400 East Fifth Street - Tyler, TX 75798
Toll Free: 1 (800) 687-5680
Local: 903-510-2200
www.TJC.edu



1530 S. SW Loop 323 • Tyler, TX 75701

ACADEMICS, ADMINISTRATION & SERVICES

38. Apache Belle Studio
16a. Apache Rooms
13. Baldwin Facilities & Construction (BMB)
36. Band Hall
11. Campus Safety (CS)
12. Campus Safety Annex
6. Campus Services (PRCH)
29. Fine Arts (FA)
22. Genecov Science Buildings(G)(G2)(GB)
25. Jenkins Hall (J)
27. Pirtle Technology (T)
23. Potter Hall (P)
5. Research & Marketing Services (RMS)
7. Residential Life & Housing(RLH)
1. Robert M. Rogers Nursing & Health Sciences Center (RNHS)
1a. Dental Hygiene Clinic
16. Rogers Student Center (RSC)
16c. Campus Safety Substation
41. Satellite Physical Plant
17. Vaughn Conservatory (VC)
21. Vaughn Library (LRC)
9. Wesley Annex
20. White Administrative Services Center (WASC)
32. Wise Cultural Arts (WCA)

ATTRACTIONS

24. Gatewood Garden
31. Ina Brundrett Azalea Garden
32a. Jean Browne Theatre (JBT)
28. The Center for Earth & Space Science Education
39. Tyler Museum of Art
30. Wise Auditorium (WA)

DINING

16b. Apache Junction Cafeteria
2a. Chick-Fil-A
21a. Starbucks
27a. Subway

WEST CAMPUS

46. Energy Center (ECB)
47. Skills Training Center (STC)
48. Regional Training and Development Center (RTDC)

RESIDENCE HALLS

8. Bateman Hall
3. Claridge Hall
2. Crossroads Hall
18. Holley Hall
10. Hudnall Hall
40. Louise H. & Joseph Z. Ornelas Residential Complex
4. Sledge Hall
19. Vaughn Hall
14. Wesley House

ATHLETIC FACILITIES

43. Athletic Field House (FH)
42. Athletic Strength & Conditioning Facility
34. Intramural Field
33. JoAnn Medlock Murphy Tennis Center (JMTC)
26. Louise Brookshire Community Tennis Complex
37. Ornelas Health & Physical Education Center (OHPE)
44. Pat Hartley Complex & Concession Stand
45. Pat Hartley Field
35. Wagstaff Gymnasium (WG)

Hall house 60 to 70 students, and **Vaughn Hall** lodges about 50 students. **The Louise H. and Joseph Z. Ornelas Residential Complex** is a 462-bed facility housing both male and females. The complex features large rooms, a cyber lounge, a media room, a convenience store and a sand volleyball court.

Crossroads Hall, which opened August 2015, houses 248 students and features wifi throughout the building, a computer lab, three study lounges/areas on each upper floor, community microwave ovens on all floors, a coin operated laundry and a Chick-fil-a restaurant.

All halls have full-time staff to provide student development activities and operational supervision as well as video surveillance cameras in the public areas.

Wesley House is a private residential facility operated bythe Wesley Foundation.

The **Pat Hartley Field Complex** serves as home to the men's and women's soccer teams and includes two regulation-size soccer fields, a walking trail, a concession facility and a field house. Playing fields also serve as a practice facility for football and as a resource for intramural and continuing education programs.

The **Baldwin Facilities and Construction Building** and **Satellite Physical Plant** include offices for maintenance and physical plant staff and provide heating and cooling for the campus.

Campus Services houses mail and duplication, central supply and purchasing offices.

Research and Marketing Services is home to Institutional Effectiveness, Planning and Research and the Creative Services Division.

Also located on the Main Campus, through a cooperative agreement with the College, is the **Tyler Museum of Art**, a privately-funded contemporary museum.

The West Campus

At TJC's West campus, 1530 South-Southwest Loop 323, are the **Regional Training and Development Complex (RTDC)** and the **Skills Training Center (STC)**. The RTDC is home to Continuing Education, the Small Business DevelopmentCenter, the Tyler Area Business Incubator, TJC Corporate Services, the Literacy Council of Tyler, the TJC Fire Academy and the TJC Law Enforcement Academy. The facility is an 84,000-square- foot building which provides quick start-up, fast turnaround, and low-cost training programs for business andindustry, in addition to offering lifelong learning and professional enhancement programs for groups and individuals.

Also, credit programs are offered in various locations of the West Campus—automotive technology; child development/ early childhood; fire protection technology; electrical and electronic controls technology; heating, air conditioning, and refrigeration technology; vision care technology and welding technology.

The **Skills Training Center** is an innovative, joint project with area public schools and is financed with assistance from the Tyler Independent School District, the Tax Increment Finance Board, and the Tyler Economic Development Council. The Skills Training Center includes the **Jake and Mary Roosth Automotive Technology Center** and the College's automotive technology and welding technology departments. It also includes the new **Energy Center,** an expansion to the Skills Training Center, opened in January 2015 and provides training in thelatest industry standards for students seeking highly skilled jobs in power plant technology, heating, air conditioning, and refrigeration technology, and electrical and electronic controls technology. The STC and its departments are utilized by area high school students taking part in dual credit enrollment programs, which offer the opportunity for college credit prior to high school graduation. Many of the students continue their studies after graduating, obtaining certification in technical fields to enter into the expanding job market.

The STC also is home to **Luminant Academy**, a subsidiary of Energy Future Holdings Corp., formerly TXU Corp. Students attending Luminant Academyclasses earn continuing education hours for courses or certificates of completion from the College while being trained to work at generation, mining and construction operations for Luminant, which operates power plants in nearby Rusk and Titus counties. Luminant Academy houses 10 classrooms and office space for 10 permanent staff members. Approximately 300 students per year attend the Academy.

Family Learning Center

The **Family Learning Center ofTyler** is a joint daycare project of the Literacy Council of Tyler, Tyler Independent School District and Tyler Junior College. This licensed center serves children ages six weeks to four years and operates Monday through Friday from 7:30 a.m. until 5:30 p.m. during the Fall and Spring TJC semesters. The center is on the campus of Douglas Elementary School, 1508 N. Haynie Ave., in Tyler. The Family Learning Center operates on standards aligned with national accreditation and is supervised by degree-holding personnel and students from the Tyler Junior College early childhood program.

TJC-Jacksonville

TJC-Jacksonville, 501 S. Ragsdale, is located on the fourth floor of East Texas Medical Center Jacksonville. Studies offered at TJC-Jacksonville include the LVN-ADN transition program, designed for a licensed vocational nurse to complete the associate degree nursing program and be qualified to become a registered nurse, as well as general education courses needed to qualify for entry and completion of nursing and other health-related and college transfer programs.

TJC-Jacksonville is the result of a partnership between the Jacksonville Economic Development Corporation, Trinity Mother Frances Hospitals and Clinics, East Texas Medical Center Regional Healthcare System, and Tyler Junior College.

TJC-Lindale

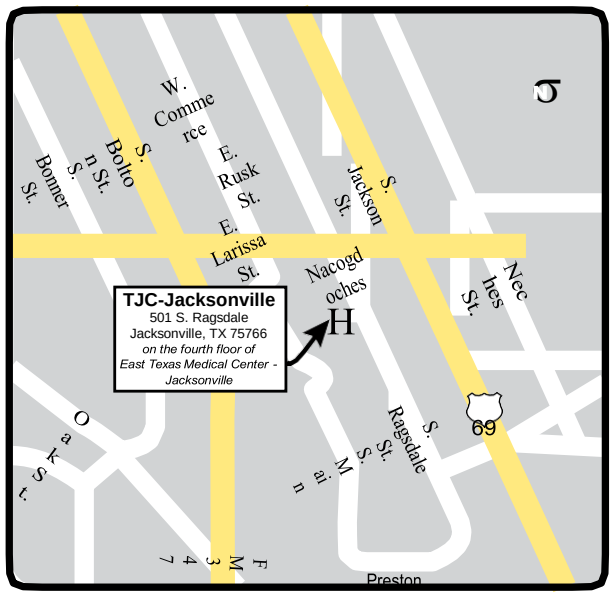
Studies offered at TJC-Lindale include the College's 12-month vocational nursing education program as well as general education credit courses needed to qualify for entry and completion of nursing and other health-related andcollege transfer programs. Continuing education courses are also offered at thissite.

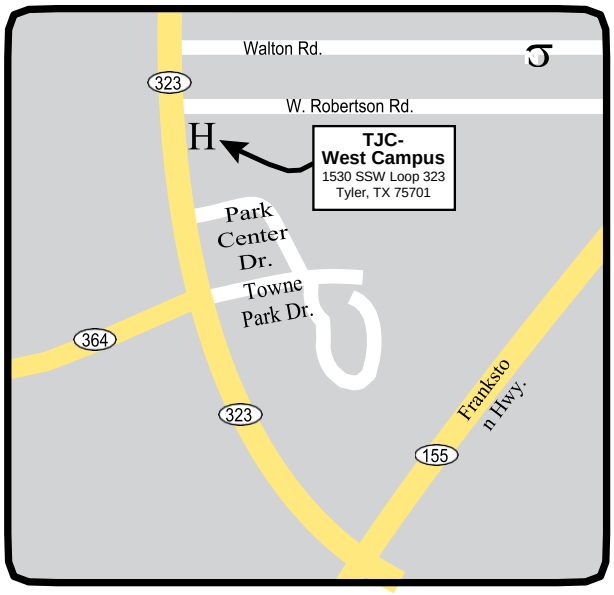
TJC-Lindale is located at 2808 Main Street in the Identity Shopping Center on the east side of Highway 69, approximately one-half mile north of Interstate 20. It is a result of a partnership between the Lindale Economic Development

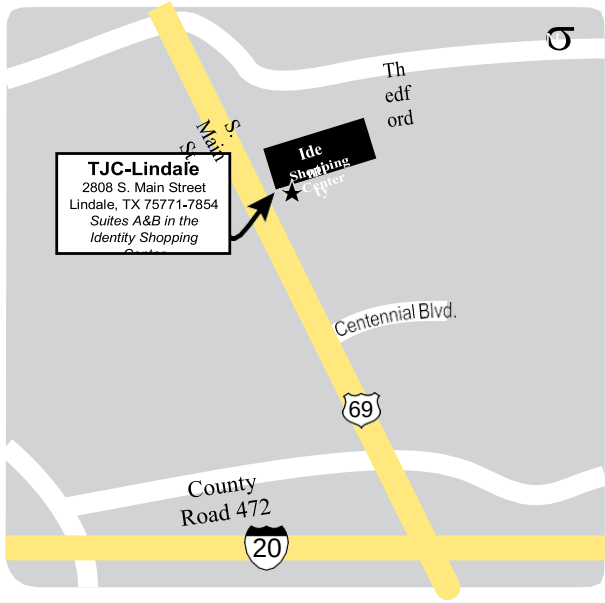
Corporation, the Lindale Independent School District, and Tyler Junior College. TJC-Lindale brings lifelong learning to residents of northern Smith County and provides a resource for high schools in Smith, Van Zandt and Wood counties, where TJC offers dual credit courses that provide college credit to eligible high school students.

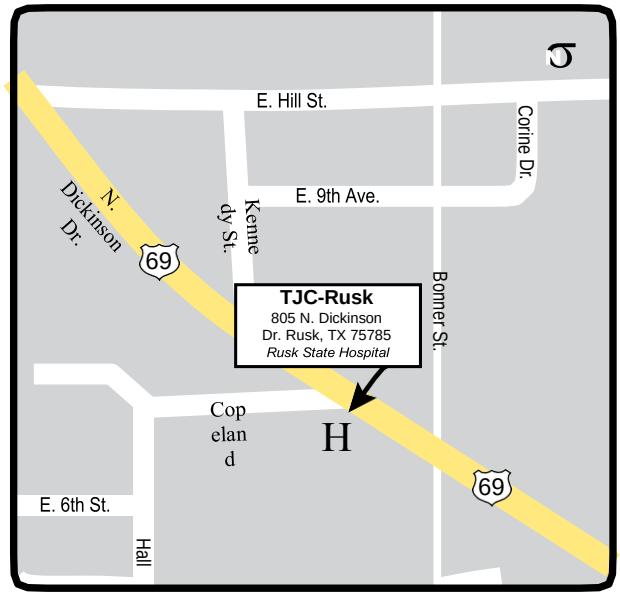
TJC-Rusk

At TJC-Rusk - located on the campus of Rusk State Hospital on U.S. Highway 69 - the College maintains a 12-month vocational nursing education program. All academic courses for students within the TJC-Rusk LVN program are offered on site.









How to Get Started

Admissions

All materials required for admission to Tyler Junior College must be on file in the Admissions office prior to registration. All applicants need to submit a completed admissions application (a TJC application or an ApplyTexas.org application) and the *Texas State Education Code* requires that students who enter Texas public institutions of higher education may have to take a TSI Assessment prior to enrolling for courses. Results of the test will be used for course placementonly.

Additional required materials depend on the method of admission—see below.

A new applicant whose file is incomplete at the time of registration may only be allowed to enroll on conditional status, granted by the Director of Admissions, until completion of the admission file.

Admission is conditional until receipt of transcript showing that the Texas Assessment of Academic Skills, the Texas Evaluation of Minimum Skills, the Texas Assessment of Knowledge and Skills (TAKS) or the State of Texas Assessments of Academic Readiness (STAAR-EOC) requirements has been passed. No student will be permitted to re-enroll until admission requirements have been met. Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

A completed application form must be on file prior to a student attempting to register for classes and before the first consultation with an academic advisor, if needed. A student may apply in person or by completing a TJC Admissions Application online at www.tjc.edu/apply or at applytexas.org.

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

1. High School Graduate

An official high school transcript showing date of graduation and passing of TEAMS, TAAS, TAKS or STAAR-EOC test for those subject to these tests is required.

Students whose transcripts do not show successful passing of the TEAMS, TAAS, TAKS or STAAR-EOC test and who score below college-level on placement testing may be granted provisional admission.

Tyler Junior College will not recognize a student as a high school graduate who has obtained a diploma through a school or online program that requires only payment of a fee with little or no coursework requirements. Determination of the legitimacy of these diplomas will be at the discretion of the Admissions Office. Graduates of such programs will be considered for admission on an individual approval basis (see Individual Approval section below).

2. Admission by Examination (General Educational Development Test)

GED students who wish to enroll in Tyler Junior College will be admitted. Applicants must submit official passing GED test scores and follow standard criteria for admission (listed previously).

3. Admission of Transfer Students

Students may be accepted in transfer from other colleges and universities when eligible to return to their former institutions. (See Reverse Transfer Graduation for more information.)

Procedural guidelines for transfer students include:

a. The student will furnish official transcripts fromall colleges or universities attended.
b. Tyler Junior College will analyze the transferringstudent transcripts to determine the level, content quality and quantity and relevance to TJC curricular offerings before accepting transfer of prior academicwork.
c. The student will continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at a previous institution.
d. Students on Academic Suspension will not beconsidered for admission until their suspension term has been met. Appeals may be considered through the Director of Admissions and Admissions AppealCommittee.

A student transferring from another collegiate institution is not at liberty to disregard their collegiate record and apply for admission on the basis of their high school record or a part of their college record.

4. Special Admissions

a. Dual Credit: High school Junior or Senior students may, with the permission of appropriate high school officials, enroll in Tyler Junior College courses taught on theirhigh school campus. Students receive dual credit if they are receiving both high school and college credit for their course. Please check with the Office of Dual Credit for testing and enrollment procedures at 903-510-2519 or dualcredit@tjc.edu.
b. Early Admission Students: Special high school students are accepted during their senior yearupon recommendation of their high school counselor or principal and with the permission of their parents, provided these students have passed or areexempt from the TSI Assessment. Under special circumstances, high school students in their junior year who have passed or are exempt from the TSI Assessment, upon recommendation of their high school counselor or principal and with the permission of their parents, may also be accepted. Students who meet all criteria but who have not completed their junior year may request "special permission" from the chief academic officer to enroll. These students may take one or two courses each

semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation. Please check with the Office of Dual Credit for testing and enrollment procedures.

c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out the appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available. (Admission to Tyler Junior College does not guarantee acceptance into an allied health program. Also see Selective Admissions.)

d. Independent Study (Home School): Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a nontraditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided they:
   (1) Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion.
   (2) Comply with institutional testing requirements; and
   (3) Agree to limitations or conditions of admission established by the institution.

e. Individual Approval: Students who have not graduated from an accredited public or private high school; a nontraditional secondary education course of study in a non-accredited private school setting, including a home school; or earned a GED may be admitted conditionally on an individual approval basis at the discretion of the Admissions Office. Such approval does not guarantee financial aid assistance will be awarded. This category includes students whose high school diploma is not recognized by the Admissions Office. Students admitted as Individual Approval must provide evidence of successful completion of the GED or graduation from a recognized high school during the first semester of enrollment, or future enrollment will be blocked. For financial aid consideration, the College will not award any financial aid no matter the source without a high school diploma or GED, if admitted as individual approval.

5. International Students

Student seeking F-1 Visa:

The following admission requirements apply to students seeking admission as an F-1 Student:

1. Application and all documents should be on file at least 90 days prior to registration.
2. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. The transcript must indicate date of graduation/completion. Students who have attended an American college or university do not need to submit a high school transcript. Students may be denied admission if the level of education they have obtained is evaluated as equivalent or higher than a U.S. Associate Degree.
3. Proof of English proficiency. Furnish one of the following:
   a. Test of English as a Foreign Language (TOEFL); minimum acceptable score is 71 Internet-Based Score.
   b. Completion of an English Language School or program of recognized standing with attained proficiency equivalent to above TOEFL score as approved by Office of Admissions.
   c. Other proof of English proficiency equivalent to above TOEFL score as approved by Office of Admissions.
4. Bacterial Meningitis Vaccination Requirement
   a. Evidence the student has received the vaccination or booster dose during the five years preceding and at least 10 days prior to enrollment.
   b. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving the booster dose if the student is 22 years of age or older by the first class day of the semester in which they intend to enroll.
5. Proof of financial ability to stand all expenses for the college year. The College has no scholarship or financial aid available for foreign students, nor does it issue work permits for them. This means that the student must show his/her ability to stand all expenses for the college year (Form I-134). Athletic scholarships may be awarded to international students.
6. Proof of hospital and accident policy to cover hospitalization is highly recommended.
7. Compliance with all requirements and procedures established for visa category by U.S. Citizenship and Immigration Services (USCIS).

Immigrant & Refugee Students:

Students must submit verification of immigrant card or I-94 Refugee Permit.

Other non-immigrant students:

All other non-immigrant visas, except B (visitor) visas, may enroll at TJC through other Methods of Admission.

6. Veterans Services

Tyler Junior College is approved for Veterans training. Consult the College Veterans Coordinator located in the Rogers Student Center, Third Floor, Room 308 for information and assistance. The student may apply for Veterans Benefits on line at www.gibill.va.gov or visit the online Veterans page at www.tjc.edu/veterans.

7. Hazlewood Act

Veterans who are receiving Federal VA Educational benefits as well as Veterans who have exhausted their Federal VA Educational benefits may be eligible to receive benefits under the Texas Hazlewood Act. Veterans qualifying for the Hazlewood benefits "may be" exempt from Tuition and Related Fees.

Requirements:

1. Be resident of Texas when they entered the military or
2. Designated Texas as their Home of Record or
3. Have entered the military from Texas and
4. Have an Honorable Discharge or General under Honorable Conditions
5. Have "more than 181 days" of active duty, excluding Training

6. Is not in default on an education loan made or guaranteed by the State of Texas and is not in default on a Federal Loan

Hazlewood benefits for Veterans, Spouses and Dependents have recently changed.

For more information, contact the Veterans Coordinator in the Rogers Student Center, Third Floor, Room 308.

Admission Test Scores Requirement

All students are required to submit TSI Assessment scores. Students are strongly encouraged to submit SAT and/or ACT scores to be used for placement and academic advising only.

Beginning students may be required to take placement tests in writing, mathematics and reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College Admissions office.

The ACT and SAT tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. Current year's testing dates may be obtained from the Tyler Junior College Testing Center (www.tjc.edu/testing) or their high school counselor.

It is required that transfer students submit TSI Assessment scores. Placement tests may be required. See www.tjc.edu/testingrequirements for more information. Certain nursing and health professions, as well as professional and technical certificate programs that are college readiness-waived may require additional testing. Students residing in the Tyler Junior College District are entitled to priority enrollment. Others are admitted if facilities are available, but the College reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever, in its judgment, facilities are not available for additional students.

New Student Orientation

New Student Orientation sessions are held throughout the summer to offer a fun-filled opportunity for incoming TJC students to become familiar with the TJC campus and all available resources and services. New students who participate in orientation gain a first-hand glimpse of college life before the fall semester begins. During these two-day events, students meet with an academic advisor and create their course schedules; experience what it's like to spend the night in a residence hall; make connections with new and current TJC students; network with academic deans, faculty, staff and administration and learn how to become an official member of Apache Nation! Although open for any new, incoming student, New Student Orientation is designed for recent high school graduates or GED recipients ages 18–21 with fewer than 15 college credit hours, excluding dual credit enrollment. There is a fee for attending New Student Orientation.

Parent and Family Orientation

Parents are welcome to attend an orientation with their incoming student. Specific sessions are designed just for parents and families to teach them how to help their student transition into the college lifestyle and gain valuable knowledge about Tyler Junior College. There is also a fee for attending Parent and Family Orientation.

Selective Admissions—

Admission to Tyler Junior College does not guarantee admission to certain selective programs. Student enrollment in these programs is limited by the following factors, including but not limited to, program capacity, clinical space, prior work experience, academic preparation, prior academic achievement, negative drug screening and a clear criminal background check. Specific application information and deadlines are available by contacting the appropriate department chair or coordinator of each program or an academic advisor.

Programs which require separate application:

- Associate Degree Nursing (ADN)
- Dental Assisting
- Dental Hygiene
- Diagnostic Medical Sonography
- Emergency Medical Service Profession: Paramedic
- Health Information Technology
- Healthcare Administration
- Honors Program
- LVN-ADN Transition
- Medical Laboratory Technology
- Occupational Therapy Assistant
- Paramedic-ADN Transition
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Vision Care Technology
- Vocational Nurse Education

Allied Health programs require drug screening and criminal background checks on all successful applicants.

Admission Appeals

Any student denied admission to Tyler Junior College based on academic suspension may appeal this decision by writing to the:

Admissions Appeals Committee
c/o Director of Admissions
Tyler Junior College
P. O. Box 9020
Tyler, TX 75711–9020

Immunization

The Texas Department of Health highly recommends immunizations at Texas colleges and universities for tetanus, diphtheria, measles, rubella and mumps.

All students in the School of Nursing and Health Sciences who have any direct patient contact will be required to have proof of adequate immunization for these diseases:

Tetanus/Diphtheria	Measles
Mumps	Rubella
Hepatitis B	

Bacterial Meningitis Vaccination Requirement

State of Texas SB 1107

Bacterial Meningitis Required Vaccination Prior to Enrollment at or in Tyler Junior College

All new students and re-entry students must provide either:

1. Evidence the student has received the vaccination or booster dose during the five years proceeding and at least 10 days prior to enrollment. This evidence must be

submitted in one of the following three formats:

- A document bearing the signature or stamp of the physician or his/designee, or public health personnel (must include the month, day and year the vaccination was administered.) OR
- An official immunization record generated from a state or local health authority (must include the month, day and year the vaccination was administered). OR
- An official record received from school officials, including a record from another state (must include the month, day and year the vaccination was administered.)

DOWNLOAD THE EVIDENCE OF VACCINATION FORM

2. Evidence the student is declining the vaccination must be submitted in one of the following two formats:
   - An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student. OR
   - An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. (This may take up to 30 days.) http://www.tjc.edu/download/downloads/id/404/evidence_of_vaccination_form
3. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose:
   - If the student is 22 years of age or older by the first class day of the semester in which they intend to enroll. OR
   - If the student is enrolled in on-online or other distance education courses only.

Re-Admit Policy

A student who was enrolled previously at Tyler Junior College and who has been out of school longer than two consecutive long semesters (Fall or Spring semesters) will be required to re-apply to the College and submit high school and/or college transcripts again.

Residency Classification

It is the student's responsibility to have residency information correct prior to payment of tuition and fees.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status." Twelve months after giving up previous domicile is the minimum length of time required to establish new residency for tuition purposes.

"Residence" means "domicile." "Resided in" means "domiciled in."

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment, and used for federal income tax purposes.

"Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of enrollment and for the tax year preceding the year in which the individual registers.

In-District student: A Texas resident (or dependent) who physically resides (permanent residence) on property subject to ad valorem taxation by the Tyler Junior College District required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College tax District, but lives in the State of Texas.

SB 1528 (Non-Residents)

Effective for students starting Fall 2006, state law (SB 1528) allows undocumented students to be classified as Texas residents if they meet the following conditions:

- Graduated from a public or an accredited private high school or received the equivalent of a high school diploma (GED) from the State of Texas.
- Resided in Texas for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma (GED).
- Resided in Texas for the 12 months preceding the 12th class day of the academic semester in which the person enrolls in an institution.
- Provided the institution with an affidavit stating intent to apply for permanent residency. Affidavit forms are available in the Apache Enrollment Center (AEC).

Reclassification

Reclassification as a non-resident. Persons who have been classified as residents of Texas shall be classified as non-resident students whenever they shall report, or there is found to exist, circumstances indicating a change in residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students shall be reclassified as non-residents and be charged the non-resident tuition beginning with the semester following the date that the institution discovers the error.

Reclassification as a resident. If a student has been erroneously classified as non-resident student and subsequently proves to the satisfaction of the appropriate officials of the TJC Admissions office that they should have been classified as a resident student, they shall be reclassified as residents of Texas and may be refunded the difference between the resident and non-resident tuition for that semester in which the student was erroneously classified and paid the non-resident tuition rate, approved by the director of admissions.

Students must complete any reclassification of residency prior to the certification day of that term (12th class day—16-week session; 4th class day—summer session) in order to pay the new tuition and fees for that semester.

It is the responsibility of the student to verify their residency status each semester and review their statement of charges for accuracy. Requests for residency changes must be completed in the Admissions office by the census date. Refunds due to residency changes will be processed for the current semester only if all requirements are completed by the census date. No refunds for prior semesters will be given for reclassification of residency status.

Minimum Requirements
(additional documentation may be requested)

1. Change permanent address in the Apache Enrollment Center (AEC).
2. Texas Driver's License with current permanent address.
3. Tax documentation showing tax independence (if under 25 years of age).
   a. Your [income tax] Form 1040 showing financial independence.
   b. Your parent's 1040 tax form showing they do not claim you.

(Please note your residence is based upon the person who claims you on their taxes.)

4. Lease Agreements or proof of home ownership showing you have been living in a Tyler Junior College taxing district for AT LEAST 12 consecutive months prior to enrollment. (Copy of front page will be sufficient.)
5. Application for Reclassification forms. (Found in Admissions office.)

Please understand reclassification of residency is done on a case-by-case basis and is determined by the guidelines published by the Coordinating Board in "Rules and Regulations—Residency Status."

Tuition and Fees

Tuition, Fees, Surcharges*

Tuition rates are based on residency in the state of Texas and within the TJC District. A schedule of tuition and fee charges may be viewed online at www.tjc.edu/tuitionfees. It is the responsibility of the student to verify their residency status each semester and review their statement of charges for accuracy. Requests for residency changes must be completed in the Admissions office by the census date. Refunds due to residency changes will be processed for the current semester only if all requirements are completed by the census date. No refunds for prior semesters will be given for errors in residency status.

Special Fees*

ID Cards

All students at Tyler Junior College are issued identification cards at their first registration. This card will be presented for admission to College activities, use of library and learning resources, use of the OHPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

Campus Security Fees

Campus Security Fees help support a safe environment at Tyler Junior College including funds for security cameras, increased lighting, safer crosswalks, graffiti removal, vandalism repair, additional security personnel, vehicle registration and parking lot management.

Vehicle Registration

All full- and part-time students who operate a motor vehicle on property owned or controlled by the College are required to register each vehicle with the Campus Safety Office. A registration permit must be affixed to each vehicle in accordance with the Parking Rules and Regulations of the College.

Motor vehicles will be registered for an academic year (September 1 through August 31) or for the balance of the year registered, whichever is applicable. Student permits, however, are authorized on a semester basis. Permits are provided to students who show a College receipt reflecting payment of tuition and fees including current campus security fees due. Tuition and fees must be paid to receive a registration permit. Operation of a vehicle on property owned or controlled by the College for which current-semester campus security fees have not been paid may result in a parking ticket from Campus Safety.

In order to register a vehicle, a driver's license, student identification card and motor vehicle license number must be presented at the Campus Safety Office.

Special Music Fees

Special music fees may be charged per semester for individual lessons in the following music disciplines: Organ, Piano, Voice, Violin, Violoncello, Guitar, Woodwind Instrument, Brass Instrument, Percussion.

Other Special Fees

1. Registration Fee
2. Health Service Fee
3. Developmental Course Access Fees (specified courses only)
4. Laboratory Fee (specified laboratory courses only, in accordance with the requirements of the statutes of the State of Texas)
5. Laboratory Fees (per course, specified nursing/health professions/automotive/welding courses)
6. Differential Fee (per course, specified programs)
7. Technology Fee
8. Distance Education Fee (per semester credit hour specified courses only, not related to student verification)
9. Course-Specific Fees: To offset materials and other related costs for the delivery of instruction in specific courses, a varying course-specific fee may be charged. Examples: certain courses in respiratory care, nursing, and health and kinesiology
10. Non-Funded Course Fee
11. 27-Hour Rule Fee (Developmental Education coursework)
12. Posting Fee is paid by students for posting credit to permanent records in the following situations:
    a. Credit by examination
    b. Credit for life experience
    c. Credit by articulation agreement
13. Insufficient Funds Check Fee (Insufficient funds checks result in unpaid student accounts. Unpaid student accounts will be turned over to a collection agency)
13. Replacement Debit Card Fee

Excess Hours Fees Notice

Once a student has attempted in excess of 27 hours of Developmental Education courses the College no longer receives state funding; therefore, the College assesses a higher fee for these classes.

Students who attempt excess hours (70 for associate of arts degree or 170 for bachelor's degree) in a state-supported college or university before receiving a bachelor's degree maybe charged additional fees for the excess hours. Courses attempted which are (1) WECM, vocational/technical, and/ or developmental; (2) credit by examination, or (3) hours attempted while paying out-of-state tuition are exempt from these total hours.

** Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.*

Repeat Fee Policy

The Texas Legislature eliminated funding to colleges and universities of higher education for students enrolled incourses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript or a course which is dropped after the census date (12th class day in fall or spring semesters, 4th class day in summer sessions).

In order to compensate for this loss of state funding, students attempting a course for the third or subsequent time will be required to pay an additional fee forthe repeated course. The additional fee assessment for courses attempted at Tyler Junior College for the third time began in Fall 2004.

A student is limited to three attempts of an individual course. Major topic courses which are required to repeat for certain majors are exempt from this policy. Students which are not successful after the third attempt will no longer be able to complete the course through Tyler Junior College. An attempt is a student that registers for a course and remains enrolled in the course after the official day of record for the class. A student will have attempted the course if the student has received a grade of passing, F, W, or I in the course.

Other exemptions for repeated hours for attempted courses are as follows:

- Up to 27 hours of remedial and DevelopmentalEducation courses.
- Hours for special topics and seminar courses that maybe taken for additional credit toward adegree.
- Hours for courses that involve different or more advanced content each time they are taken, including but notlimited to, individual music lessons, Workforce Education Courses, manual special topic courses (when the topics change), theatre practicum, music performance, ensembles, certain physical education, kinesiology courses, and studio art.
- Classes taken prior to Spring 1998.

How to Pay for College

In addition to cash, check, or major credit card, students may be awarded financial aid to satisfy payment deadlines in advance of anticipated financial aid disbursement/refund and/ or elect to pay through an Installment Plan.

Financial Aid Funds

Financial aid and scholarship monies must be accepted and awards made prior to registration in order to pay your account. College charges (tuition, fees, housing, etc.) are collected from the first financial aid money available to the student regardless of due date. Students are responsible for paying any tuition, fees, room, board, and loans by appropriate due dates.

Installment Plan

Terms: One fourth of the tuition and fees plus a loan processing fee due in advance of the semester (on day of registration) and three (3) one-fourth payments due prior to the 2nd, 6th and 11th class weeks. The first payment of one- fourth must be collected at time of completing registration or before payment due date. If payments are not paid by the due dates a late fee will be charged to the student. You must be eighteen (18) years of age or parent or guardian's signature is required. NOTE: Special Terms, Summer I and Summer II are NOT eligible for installment plan. Additional fees, including cost of collection, will be charged to thestudent.

Bridge Loan (subject to availability)

Students with bridge loans are responsible for payment of the loan by due date unless a complete withdrawal form is completed with your advisor and processed by the registrar's office prior to the first official day of class. Additional fees, including cost of collection, will be charged to the student.

Payment by an Outside Company

Students whose tuition and fees are being paid by an outside company or business must supply information regarding the agreement to the Business Services office prior to registration. Advance approval from Business Services is required.

Tyler Junior College Refund Policy*

TJC refunds will be processed through Bank Mobile 4–6 weeks after the 12th class day. Refunds are issued on a weekly basis. Go to www.refundselection.com to select your refund payment preference.

Refund of Mandatory Tuition and Fees

(16-week/Regular Terms Only)

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by **completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following schedule**:

Prior to the first official class day 100%
During the first fifteen class days..... 70%
During the sixteenth through twentieth class day25%
After the twentieth class day 0%
Registration fees are non-refundable.

Students who "swap" credit hours (exchange one three hour course for another three hour course) may do so without a monetary drop penalty. The even exchange applies **only** if the course add and drop are completed by your advisor and presented to the registrar at the same time. Additional fees may apply.

Students with financial aid who completely withdraw on or before the 60% point in time of the enrollment periodmay have a federally required return of Title IV calculation done to determine the amount of money the student will owe to the federal government.

Weekend College

The above dates and policy will apply to the Weekend College program regardless of the actual start dates of classes.

Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the Registrar's office when the drop slip is received and processed

by them. Refunds will be applied to outstanding debts owed to Tyler Junior College. Unpaid student accounts will be turned over to a collection agency. Any cost associated with the collection of outstanding account balances including reasonable attorney's fees, cost of collection, and court cost incurred in the prosecution of suit will be paid by the student.

The refund policy is subject to change by the vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.

Refund of Mandatory Tuition and Fees

(8-Week/Special Terms Only)

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following:

Prior to the first official class day 100%
After classes begin .....(see table below)

Drops and Withdrawals

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Example: Three Week Course
Prior to the first official day of class.....100%
During the first through third class days.....70%
During the fourth class day.....25%
After the fourth class day.....0%
Registration fees are non-refundable.

** Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.*

Academic Advising and Testing

The mission of Academic Advising at Tyler Junior College is to enable academic success by assisting students in selecting a degree plan compatible with their educational goals, referring to campus resources, and providing guidance toward academic self-responsibility and completion of their academic goal.

Students must meet with an Academic Advisor before attempting to register IF they: are new to TJC; have attended TJC less than one year or have less than 24 hours credit; have placement test scores indicating a need for Developmental Education coursework and non-TSI complete status; are on academic probation or suspension; have less than a 2.0 GPA; need to change their major; have reached 45 credit hours and need to confirm final coursework/apply for graduation or confirm course requirements are being met for transfer to their University.

Academic advising for each student includes interpretation of test scores, selection of a major field of study, development of an educational plan, selection of courses, and interpretation of TJC course transferability to a university. After completing any required testing identified by the Admissions office, students are encouraged to identify a career interest area and then consult the Academic Advisor assigned to the major which most closely represents that area of interest. For more information on Academic Advising and Advisor locations go to www.tjc.edu/advising.

Students who are undecided on a major are highly encouraged to visit the Career Services office in Rogers Student Center, 2nd floor, or www.tjc.edu/careerservices for help with identifying a career goal before visiting with an Academic Advisor.

Students who need to research or apply to a transfer University, or find out when University recruiters may be on campus should visit www.tjc.edu/university_transfer_center or the University Transfer Center in Rogers Student Center, 2nd floor. Transfer fairs and workshops are held throughout the year.

Testing/Assessment

State Testing Requirements

The Texas Success Initiative (TSI*) was put in place by the Texas legislators to be followed by all public state institutes of higher education. Tyler Junior College (TJC) will determine a student's readiness for college-level coursework through a TSI Assessment which may be required of all first-time, entering students. This statute includes students involved in distance education enrolled through TJC. Under no circumstances will the results of any assessment be used as a condition of admission to TJC. (Subject to change by state or College.)

The Texas State Education Code requires that students who enter Texas public institutions of higher education may have to take a TSI Assessment prior to enrolling for courses. This includes all full-time and part-time students enrolled in a certificate or degree program. Results of the test will be used for course placement only.

TSI* Exemptions/Exceptions

The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of

college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of the *Texas Administrative Code*:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   A. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
   B. SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
2. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   A. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
6. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
7. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

An institution may exempt a non-degree-seeking or non-certificate-seeking student.

ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in *Texas Education Code*, §51.3062(l)(1) and (2) for developmental education still apply.

Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection A or B of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

TSI Pre-Assessment Activity

If a student is not exempt, he or she must pass the TSI Assessment before registering for classes. Before taking the TSI Assessment, a student must complete a TSI Pre-Assessment Activity Module. This activity requires students to answer several questions regarding the assessment process and exposes them to practice questions that will help them prepare for the actual TSI exam. At the completion of the activity, the student must print out his or her Pre-Assessment Activity Completion Certificate. A student will not be allowed to take the TSI assessment without this certificate.

Special Accommodations

Students with documented disabilities who seek special testing accommodations for the TSI Test are advised to contact the Testing Services Department for information. TJC students with documented disabilities who seek special accommodations for their classroom tests should contact Support Services.

**In accordance with HB 1224 TSI Placement scores are under review and subject to change.*

Credit by Examination

Tyler Junior College does not award academic credit for work taken on a non-credit basis without appropriate documentation that the non-credit course work is equivalent in student learning outcomes.

Credit will be given for acceptable advance placement scores of the College Board (AP), College-level Examination Program (CLEP-subject exams only), International Baccalaureate Program (IB), and certain specific departmental institutional tests. Students must be concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any Credit by Exam, a grade of CR will be awarded and will not affect the grade point average.

Tyler Junior College does not guarantee the transfer of credit awarded through Credit by Exam to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information. Credit by Exam does not fulfill the full-time student requirement for the College and may not be used to complete semester hour requirements for scholarships at Tyler Junior College. Credit earned through Credit by Exam will apply toward the graduation requirements of Tyler Junior College.

There is a pre-administration fee in addition to the cost of each test. There is also a fee for posting credit by examination to college records. For further information about the college-level Credit by Examination Program, contact the Tyler Junior College Testing Center. For information regarding the acceptable advance placement scores for the College Board, please contact the Admissions Office.

Credit by Articulation

Articulation is a process of matching high school course curriculum and teacher credentials to college workforce course curriculum and faculty credentials. Students may begin coursework toward the degree while in high school and upon satisfactory completion of these courses, they may apply for articulated college credit toward the linked technical degree or certificate. Please contact your high school counselor or the Admissions office for information regarding agreements with your school. Posting fee is required.

Credit by Articulation Programs

Automotive Technology
Business Management
Child Development / Early Childhood
Criminal Justice - Law Enforcement Investigations
Emergency Medical Service Professions - Paramedic Option
Engineering Design Technology
Engineering Design Technology - Process Piping Design
Health Information Technology
Heating, Air Conditioning and Refrigeration Technology
Medical Office Management
Paralegal
Professional Tennis Management
Surgical Technology
Vision Care Technology
Visual Communications
Welding Technology

Career Services Information

Career Services provides a variety of resources and services to assist students in developing their career goals. Students are encouraged to visit Career Services in Rogers Student Center throughout their time at TJC to ensure they are on the path to career success.

Resources and support available through Career Services include:

- Individual career counseling
- Guidance for students who are undecided or unsure about their college major or future occupations
- Computer-based career assessments
- Résumé and cover letter development and writing
- Mock interviews
- Career fairs
- Job search strategies
- Apache Jobs online job board
- Local wage and employment data
- Resource Room with career-related books and brochures
- Workshops and presentations over a variety of career development topics

Career Services is open 8 a.m. - 5 p.m., Monday - Friday. Students are encouraged to schedule an appointment by calling 903-510-2334. For more information, visit the Tyler Junior College Career Services office at Rogers Student Center or online at www.tjc.edu/careerservices.

What We Expect

Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements, including furnishing the necessary transcripts of prior college work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled. Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law, or whose conduct consistently has demonstrated anti-social behavior, can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes.* Excessive unexcused absences or an inability to successfully complete the course may result in the professor dropping the student with a "F." See drop/withdrawal course by professor in this catalog regarding professor initiated withdrawals.

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day provided the student notifies in writing each professor of each class that he/she will miss for a religious holy day prior to the holiday. Each student is responsible for work to be made up.

''Religious holy day'' means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Student Absence Responsibility

Students who will be absent from class due to their participation in a TJC sponsored or approved activity are responsible for informing their professors prior to their absence. Official notification will be provided in advance of the absence by the leader, coach, or advisor of that authorized TJC activity.

Students are responsible for arranging to make-up any course work missed due to absences for any reason. A student who is absent due to an official religious observance or a TJC sponsored or approved activity, and who has appropriately informed the professor prior to the event, is entitled to make up missed course work. In other cases, the professor will determine whether a student will be allowed to complete makeup work and the time and nature of the makeup work.

Date of Last Attendance

Date of last attendance, as defined by Tyler Junior College according to the *Code of Federal Regulations*, Title 34, Part 668.22, includes but is not limited to:

1. Physically attending a class where there is anopportunity for direct interaction between the instructor and students
2. Submitting an academic assignment
3. Taking an exam, an interactive tutorial, or computer-assisted instruction
4. Attending a study group that is assigned bythe institution
5. Participating in (contributing to) an online discussion about academic matters
6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Attendance does not include activities where a student may be present, but not academically engaged, such as:

1. Living in institutional housing
2. Participating in the institution's meal plan
3. Logging into an online class without active participation
4. Participating in academic counseling or advisement

A determination of "academic attendance" or "attendance at an academically-related activity" must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

** Special admission programs may have additional requirements for attendance/ withdrawal. Please consult with the department chair for specifics.*

Acceptable Forms of Identification

Prospective or former students requiring services from Tyler Junior College must present a valid form of ID with an identifiable photo. An individual must present one of the following options to the office they are requesting services from:

- Texas driver license (DL) or identification certificate (ID)
- Temporary receipt for a Texas DL or ID
- DL or ID issued by another U.S. state, U.S. territory, the District of Columbia, or Canadian province
- U.S. Passport book or Passport Card
- U.S. Citizenship Certificate or Certificate of Naturalization
- U.S. Citizen Identification Card
- Permanent Resident Card
- Foreign Passport, Visa
- U.S. Military ID card for active duty, reserve, or retired personnel
- Current Student ID from any College/University or High School
- Identification Letter "School or Notarized identification Letter for Individuals without photo ID" for High School students that do not have DL or Student ID. This form is

available at the TJC Testing Center.

Current students requiring services from Tyler Junior College must present a valid form of ID with an identifiable photo. An individual must present one of the following options to the office theyare requesting services from:

- Current student ID
- Texas Driver License or identification certificate
- Temporary receipt for a Texas DL or ID

Note: Additional information may be required for transactions involving the following areas: Higher One, Testing, Cashier's office.

Classification, Load and Numbering

Student Classification

The student's classification is based on cumulative college semester hours passed (not counting hours currently enrolled). A student is classified as follows:

Freshman Student who has 0–29 semester credit hours

Sophomore Student who has 30–60 semester credit hours

Unclassified Student who has 60 or more semester credit hours

Part-time Student enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term

Full-time Student who is enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours in a summer term

Student Load

A student may enroll in one or more courses. The minimum credit hour load to be considered a full-time student is 12 semester hours during a fall or spring semester or six semester hours during a regular summer session. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed andobtain the permission of their instructional dean for theoverload. The combined summer and Maymester load may not exceed 15 semester hours. Sophomore status is attained by the completion of 30 semester hours.

Course Numbering

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this Catalog which are developmental have four-digit numbers; the first number is a "0".

Tyler Junior College has joined the Texas Common Course Numbering System Consortium approved by the Texas Association of Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose offacilitating the transfer of general academiccourses.

The four-letter prefix will be used to identify subject areas. The four-digit numbers will be used as follows:

- First digit—to identify level (0= developmental, 1= freshman, 2= sophomore)
- Second digit—to identify credit-hourvalue
- Third and fourth digits—to establish course sequence

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week; while the second number gives the number of laboratory hours each week. For example, the notation (3–2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

Drop/Withdrawal

Drop/Withdrawal from a Course(s)

Professor Initiated

Faculty may drop students from a course(s) with a grade of "F" if the student has unexcused absences totaling 10% or more of the total contact hours for the course and, if in the judgment of the professor, the student cannot complete the course successfully.

A professor seeking to drop a student from a course(s) for disciplinary reasons should follow the Faculty Procedure for Reporting Student Misconduct detailed in the Faculty Handbook, or visit the Student Judicial Programs website at www.tjc.edu/sjp.

Student Initiated*

A student may initiate a drop from a course(s) or withdrawal from the College for any reason **if the student has not been dropped from the course(s) for unexcused absences**. A student wishing to drop a course(s) or withdraw from the College must complete the Tyler Junior College Class Change Form. It is recommended that the form be signed by the professor or the appropriate department chair. Students should be aware that dropping a course may affect scholarships and/or financial aid. In some cases, the student may have to pay money back. Contact Financial Aid to see how a drop may affect your aid status.

Forms are available in the Advising Office, Dean's Office, and Registrar's Office. The student will receive a grade of "W" for a course if a College Class Change Form is submitted to the Registrar's Office by 5 p.m. the last day of the 14th week of classes during a 16-week semester, the 10th week of a 12-week session, the 7th week of an 8-week session, or on the 15th day of any summer session.

Students should consult the Registrar's Office for drop/withdrawal dates during special sessions. Students will receive a failing grade (F) if they have not met minimum course requirements for a passing grade and have not been dropped/withdrawn from a course(s) by the abovedeadlines.

Emergency Medical Withdrawal

Any drop or withdraw due to medical reasons may be initiated in the Registrar's Office. The student must provide a signed doctor's excuse with dates.

Maximum Number of Courses Dropped (SB 1231)

Beginning with the Fall 2007 semester, and applying to students who enroll in higher education for the first time during the Fall 2007 semester or any term thereafter, a Texas institution of higher education may not permit an undergraduate student to drop a total of more than sixcourses in an academic career unless specific, State-allowedexceptions deemed to have "good cause" apply. This law affects only those

students whose first time in college was on or after Fall 2007. Inquiries concerning "good cause" exceptions to this law for students of Tyler Junior College may be made to the Registrar.

Reinstatements

A reinstatement after being withdrawn from a course or school semester must be initiated by the student. The final decision of approval for the reinstatement request will be made by the Registrar and the Provost. The reinstatement request must be initiated prior to the official state reporting date for each semester and any request submitted after that date will not be considered.

** For additional information, see Student Handbook.*

Academic Standing

Academic Standing

When a student's cumulative Tyler Junior College academic record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on academic probation. Students who choose to transfer to TJC on academic probation from a previous institution will be evaluated on the same criteria as TJC students.

Academic status levels are defined as follows:

Good Standing—Students are considered to be in good standing when they maintain a cumulative TJC grade-point average (GPA) of 2.0 or higher.

Academic Probation—A student who fails to maintain a cumulative TJC GPA of 2.0 or higher is placed on academic probation. The student may continue to enroll while on probation but is limited to no more than 13 semester hours without prior approval.

Suspension—Students on academic probation who do not earn a semester GPA of 2.0 or higher in the next semester of enrollment will be placed on academic suspension. Students on academic suspension must enroll and have successful completion of RISE 0300 upon return to the institution. Students may not be eligible for enrollment at TJC for the period listed below based on their academic standing. Students who wish to appeal this period must make petition to the Admissions Appeals Committee three weeks prior to the start of the semester in which they plan to enroll.

First Academic Suspension: one regular semester or one full summer (intersession, Summer I and II)

Second Academic Suspension: one academic year. Petitions for readmission to the College following the first and second suspensions may be obtained from the Academic Advising office and returned to the Admissions office. The completed petition will be reviewed by the Admissions Appeals Committee to consider the student for continued enrollment. It is recommended that the student complete the petition at least 3 weeks prior to the beginning of the semester in which theyplan to enroll.

Third Academic Suspension: If a student is placed on academic suspension a third time, he/she may not enroll indefinitely. One academic year must pass from the time of suspension before a request of readmission can be submitted to the Admissions Appeals Committee.

Academic Integrity

As a premier learning-centered higher education institution, Tyler Junior College is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. In accordance with the Apache Creed, students attending Tyler Junior College are responsible for adhering to this principle. Academic Integrity violations resulting in probation or dismissal from a program follow the Academic Grievance policy (FLD). A list of violations is included in the Student Code of Conduct found in the Student Handbook.

Grades

Grade Forgiveness Policy

Students may only repeat a course for credit and apply grade forgiveness to the course for which they received a grade of D or F. The course must be taken at Tyler JuniorCollege.
Students have two attempts to improve the grade in the course. Credit will be given for only one of the attempts. If a student repeats a course and receives a higher grade, the semester credit hours from the original grade of D or F are excluded from the student's grade point average. Only the semester credit hours from the highest grade will be used in calculating the grade point average. Major topic courses which are required to repeat for certain majors are exempt from this policy. Students who are not successful after the third attempt will no longer be able to complete the course through Tyler Junior College. If the student earns the same grade or a lower grade, then the repeated course grade is not used in computing the grade point average. The repeated course is marked as excluded on the student's official record in earned hours. Receipt of a higher grade in a subsequent semester does not alter the student's academic standing in the semester when the original grades were earned. All course attempts are recorded on the student's permanent record/transcript.

Grades and Reports

The standing of the student in each course is determined by class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Final grades for each class are posted on Apache Access, the TJC Web portal for students. Grades are not mailed. Tocheck grades, students log in to Apache Access at https://myapacheaccess.tjc.edu/cp/home/displaylogin.

Challenge of a final course grade must be completed within the first thirty (30) days of the next long semester and must follow the procedures to challenge a grade outlined in the "Academic Grievance Procedures" in the Student Handbook. Any grade that is not challenged within the specified time frame is not subject to appeal and will remain as recorded.

Midterm Grades

Midterm course grades are posted on the College's Web Portal, Apache Access, at the mid-way point of the respective semester (Fall, Spring, and Summer). These grades are not recorded on the student's permanent record or transcript, but are intended to serve as an advisory grade to update the student and for assistance and intervention by theCollege.

Only the final course grade, also posted on Apache Access, will appear on the students' academic transcript.

While it is the responsibility of the student to check for midterm grades, faculty can assist by announcing to their classes that these have been posted. It is also probable that College staff may contact students during this time to provide guidance and suggested resources.

It is important to note that because the College has provided a Web Portal, Apache Access, mid-term course grades and final course grades are not mailed. In addition, Midterm course grades are not posted for MayMester or for Winter Term sessions.

Academic Fresh Start

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment.

For admission requirements, students must list all previous colleges attended. Students who wish to apply for "Academic Fresh Start" must complete forms in the Admissions office. When students apply for "Academic Fresh Start," all credit 10 or more years old will not be used for admission.

Grading System

A— 4 grade points per semester hour, an EXCELLENT performance

B— 3 grade points per semester hour, a GOOD performance

C— 2 grade points per semester hour, a FAIR performance*

D— 1 grade point per semester hour, a POOR performance, but a passing grade

F— 0 grade points per semester hour, a FAILING grade

I— 0 grade points, INCOMPLETE due to illness, unavoidable circumstances, or medical necessity must be completed within 30 days after the beginning of the following semester, or grade will be F

W— 0 grade points, WITHDRAWN from course without failing, prior to the drop deadline. Drop deadlines are posted in the academic calendar for long semesters, 8-week, 12-week and summer terms.

CR— Credit by Examination or Advanced Placement; Credit by Articulation Agreement

WL— Means a "good cause drop."

The Developmental Education Grading scale is as follows:

AD-- Satisfied course requirements at the "A" level

BD-- Satisfied course requirements at the "B" level

CD-- Satisfied course requirements at the "C" level

DD-- Satisfied course requirements at the "D" level

FD-- Failed course and repeat at same level

President's List

To promote high standards of scholarship, the College has established the President's List, which is published at the end of each semester. To qualify for the President's List, a student must have a 4.0 grade point average (all "A's") for that semester, with a minimum of 12 hours of college-level courses (1000 or above) taken from Tyler Junior College (not including correspondence, transfer or Virtual College of Texas courses). Questions regarding discrepancies of GPA are to be made through the Office of the Registrar.

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must have a 3.3 grade point average with a minimum of 12 hours of college-level courses (1000 or above) for that semester, taken from Tyler Junior College (not including correspondence, transfer or Virtual College of Texas courses). Students cannot have "D's", "F's", or "I's" in college-level or developmental courses. Questions regarding discrepancies of GPA are to be made through the Office of the Registrar.

Graduating with Honors

To graduate with honors, a student must complete all required courses of his/her appropriate degree. Grade point average is based on all accumulated coursework of college-level courses (1000 or above) attempted.

Summa Cum Laude (Highest Honors)— 4.0 grade point average

Magna Cum Laude (High Honors)— 3.6 grade point average

Cum Laude (Honors)— 3.3 grade point average

Transferring Credits

Transfer Credit

All credits taken at a college or university will be evaluated for credit toward a degree at Tyler Junior College. Consideration will be given for comparability of course work and applicability of that course work to a Tyler Junior College degree or certificate program. Credit will be transferred if:

1. An official transcript is received before the end of the student's first academic semester of enrollment.
2. Credit for courses in which a passing grade ("C" or better) has been earned may be transferred to TJC from colleges and universities.
3. The College will consider course work completed at colleges and universities outside the U.S. on an individual basis.
4. To complete the transcript evaluation process, the student may be required to document course learning outcomes from previous institutions.

Transfer Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the THECB General *Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the "Transfer Dispute Resolution" Form

Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393

a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
   1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
   2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
   3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.

d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.

e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Reverse Transfer Graduation

Students who have completed 25 percent of a degree program at Tyler Junior College may transfer course work back from a college or university credits to complete their degree requirements. These students must furnish Tyler Junior College with official transcript(s), for review, from the college or university they have attended. Transcripts will be reviewed to assure that course outcomes are comparable to those courses at TJC for which the student is seeking credit.

Records

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. A release of information to parents requires a student's written consent if there is no proof of dependency on file.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this act is available for review in the Registrar's office:

Area in which student records are maintained:

1. Academic records: Registrar's office, Continuing Education office and faculty offices
2. Placement and testing records: Registrar's office and Testing Center
3. Financial records: Business Services office and Financial Aid office
4. Medical records: ETMC Campus Clinic

Records Retention

Records submitted to Tyler Junior College such as official transcripts and test scores, without official admission to the College will be retained for 1 academic year. Upon the conclusion of the academic year all information will be destroyed. Students who apply to Tyler Junior College and do not enroll within 1 academic year of acceptance must make re-application to the College and submit all official records.

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first thirty days of the long semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with the student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Parental Notification Policy in Higher Education

The Higher Education Reauthorization Act of 1998 amended FERPA (Family Education Right to Privacy Act) to permit a college, without the student's consent, to disclose to parents or legal guardians of students under age 21 information regarding:

- Any criminal or school policy violation involving alcohol or drugs
- The final results of disciplinary proceedings against a student charged and found responsible for a violent crime as identified in the Student Handbook.

In addition, colleges are allowed to disclose to federal law enforcement officials and parents of dependent students education records without the student's consent. Thus, within the structure of this policy, Tyler Junior College reserves the right to implement all parts of the policy applicable by law.

Family Educational Rights and Privacy Act (Directory Information)

In compliance with the Family Educational Rights and Privacy Act of 1976 (FERPA), Tyler Junior College protects the personally identifiable information of students. In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name and address, Major field of study at TJC, Dates of attendance, Most recent previous educational institution attended, Classification, Degrees, certifications and awards received, Date of graduation, E-mail address, Photographs, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Enrollment status (e.g., undergraduate or graduate; full-time or part-time).

A student may request that the above directory information be withheld from the public by making written request to the Registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry at the discretion of the institution. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

The Family Educational Rights and Privacy Act also provides that in addition to Tyler Junior College employees having a ''legitimate educational interest,'' certain other governmental, quasi-governmental agencies and parents certifying that a student is carried as a dependent for federal income tax purposes may have access to student records. Parents may certify by completing a form and attaching a photocopy of their federal income tax form each filing year. For more information, contact the Registrar'soffice.

Written Proof of Dependency

Under the Family Educational Rights and Privacy Act (FERPA), Tyler Junior College is permitted to disclose information from a student's education records to the parent(s), if the parent(s) claim the student as a dependent for federal tax purposes. A statement of dependency must be on file with the Registrar's office showing consent of the student and proof of dependency for the parent. Parental disclosure is limited to the items released by the student to the parent.

Informed Consent

Student records will be examined by Tyler Junior College and authorized subcontractors in the process of compiling reports required by state agencies, the federal government and accrediting bodies and in conducting research for the purpose of program planning, management and evaluation. Data in all reports and research findings are aggregated to the program, special populations or institutional level. No personally identifiable information will be published nor will reports and studies be formatted in any way to permit disaggregation to the individual level by Tyler Junior College or its authorized subcontractors. Unless a student notified Tyler Junior College in writing of a desire to prevent examination of his/her record, the student's signature on the admissions application and/or readmit form shall be construed as consent to administrative and research uses of his/her records under the protections named above. No person will be denied service because he/ she asks that his/her records be excluded from the process of compiling reports and conducting administrative research.

Change of Name or Address

Name Changes *Note: Changes to nicknames, reversing legal first and middle names, replacing middle with maiden name, etc, cannot be allowed. The College must keep the correct legal name in the file in order to keep accurate records. Any name change request other than by change in marital status must be accompanied by a signed court order.*

In order to change a name or make a name correction, the student will need to come in person to the Registrar's Office. You will need to bring a valid Driver's License or US Passport reflecting the current name along with the following documents:

- Original Marriage License (from the county, not a church)
- Divorce Decree
- Original Birth Certificate (must be United States)
- Original Certificate of Naturalization

Change of Address

In order to change or correct a MAILING ADDRESS, the following information must be provided for a change of address:

- Via visiting the Registrar's Office in the White Administrative Service Center, please bring a:
  - Tyler Junior College Student ID
  - Valid Driver's License
- Via Email/Fax:
  - Current students must email from their TJC student email account to registrars@tjc.edu. Include your Student ID number, old address, new address, date of birth, and effective date of change in the email.
  - If former student and cannot access the TJC email account, then please fax a copy of a current driver's license with appropriate new address, old address, and effective date of change to 903-510-2634.

In order to change PERMANENT RESIDENCE ADDRESS, the student will need to provide the Admission's Office with the following documentation along with the residency change status form:

- Drivers License with current permanent address
- Tax Documentation showing tax independence (if under 25 years of age)
  - 1040 tax form showing financial independence
  - Parent's 1040 tax form showing they do not claim you
- Lease Agreement or proof of home ownership showing the student has been living in the TJC taxing district for AT LEAST 12 consecutive months prior to enrollment.
- Application for Reclassification forms found in the Admissions Office.

Please note residence is based upon the person who claims you on their taxes.

For questions, please call the Registrar's office at 903-510-2401.

Student Rights Information

Information not found in this Catalog regarding Tyler Junior College may be found in the Center for Student Life & Involvement office (CSLI) in Rogers Student Center, Suite 235.

Student Rights Handbooks

Tyler Junior College, in compliance with the Student Right-To-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available upon request in the Office of the Vice President for Student Affairs.

Drug-Free Campus Statement and Zero Tolerance Policy

Tyler Junior College is in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 which requires that a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The Student Handbook contains a clear policy on zero tolerance and detailed information about emotional, medical and legal consequences of drug use and abuse. Relatedly, zero tolerance means any student found responsible for on-campus use, possession or distribution of controlled substances will receive legal and college disciplinary action which could result in suspension or expulsion from the College. Additional information regarding this policy or programs for students with substance abuse problems is available in the Student Handbook.

Tyler Junior College Equal Opportunity Compliance

Tyler Junior College is a comprehensive community college offering courses of study in numerous areas of emphasis including general education core curriculum courses designed for transfer to upper-level colleges and universities as well as workforce programs designed to prepare graduates for immediate entry into the career field of their choice.

An open enrollment institution, TJC provides open access to quality education to individuals with a high school diploma or GED. State-authorized placement testing, such as the Texas Higher Education Assessment or an approved alternative exam, are required for most academic majors.

Tyler Junior College gives equal consideration to all applicants for employment, admission and participation in its programs and activities without regard to race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability veteran's status, limited English proficiency, or any other basis prohibited by law.

The College will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all academic and vocational/technical programs.

Complaints may be addressed according to the contact information provided below.

Section 504 Coordinator

The District designates the following person to coordinate its efforts to comply with the Section 504 of the Vocational Rehabilitation Act of 1973:

Assistant Director Human Resources,
Employee Relations and Compliance
White Administrative Services Center
P.O. Box 9020; Tyler, Texas 75711 Telephone:
903–510–2186

Title IX Coordinator

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Assistant Director Human Resources,
Employee Relations and Compliance
White Administrative Services Center
P.O. Box 9020; Tyler, Texas 75711 Telephone:
903–510–2186

Americans with Disabilities Act Coordinator

The District designates the following person to coordinate its efforts to comply with the Disabilities Act of 1990:

Executive Director of Human Resources
White Administrative Services Center
P.O. Box 9020; Tyler, Texas 75711 Telephone:
903–510–2419

How We Help You

Financial Aid

Steps for Financial Aid Processing Each Year

1. Complete a Free Application for Federal Student Aid (FAFSA). List Tyler Junior College as the school you plan to attend. (Title IV School Code 003648)
2. You (the student) will receive a Student Aid Report (SAR) in approximately one to three days.
3. Complete the Apache Access "First Step in TJC Financial Aid" process as instructed on your FAFSA response email, which you will receive once TJC downloads your FAFSA.
4. Turn in student requirements as indicated by a yellow box on Apache Access "Student Requirements" line on the Financial Aid page.
5. Transfer Students: Students who have attended other schools will be required to furnish an official transcript from the previous college, trade or technical school to the Admissions office. You must also add TJC's Title IV school code listed above to your FAFSA if you have not already included it. The date that this FAFSA is processed is considered your FAFSA application date for TJC.

Deadline

Financial aid, for students who complete financial aid requirements by June 1, will be available for the Fall semester. Students who complete them after June 1 will be processed as soon as possible, and these students will be responsible for paying their college costs out-of-pocket. The Spring semester deadline to complete requirements for new financial aid applicants is December 1. Financial aid cannot be awarded until all financial aid requirements are complete.

Financial Aid Offered

Tyler Junior College participates in the following federal programs:

- Federal Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- College Work-Study (FWS) (not offered in Summer terms)
- Federal Direct Loan Program

Tyler Junior College participates in the following state programs:

- Texas Public Educational Grant (TPEG)
- Texas Educational Opportunity Grant
- Texas Work-Study

Financial Aid Particulars

- Students may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid and access to the financial aid page in Apache Access is contingent upon acceptance for admission. Funding not used to pay tuition and fees, books, or room and board charges will be refunded to the student. Financial aid refunds usually begin 45 days after classes begin and are generally processed on a weekly basis. Students are responsible for monitoring the Apache Access Financial Aid page "Refund" traffic light to know when their refund has been processed..
- Students and/or parents may also be required to submit a copy of their most recent federal income tax return transcript and/or W2(s). Any applicant who meets the Department of Education's definition of an independent student **will** be considered self-supporting.
- **Course Load Requirements**—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Direct Loans) students must maintain enrollment in a degree or certificate program and at the appropriate enrollment level (see program specific details below). Students who attend Tyler Junior College only in the summer session may not be eligible for financial aid. Contact the Apache Enrollment Center for details.
- Students may receive financial aid from only one **institution per semester** per federal regulations. Contact the Apache Enrollment Center for detailed information about any program and deadlines for applying.

Grants

Federal Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and complete a Free Application for Federal Student Aid (FAFSA) annually, have received a high school diploma recognized by the student's home state or a GED, and be deemed eligible by the Department of Education, based on their income. A student must be making satisfactory academic progress toward his/her educational goal. Pell Grant students enrolled in less than 6 hours are funded at less than ½-time status, 6–8 hours will be funded at ½-time status, 9–11 hours at ¾-time status, and 12 or more hours at full-time status.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled in at least six credit hours. Priority is given to students with the greatest unmet financial need. Funding is limited.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This grant is available to students enrolled in at least 6 credit hours. Funding is limited. Certain EFC (from FAFSA) requirements must be met. Check with the Office of Financial Aid for details.

TEOG

The TEOG grant program provides assistance for eligible undergraduate students who meet all of the eligibility requirements. Students must meet satisfactory academic progress requirements and be enrolled in at least 6 hours. Funding is limited. Certain EFC (from FAFSA) requirements must be met. Check with the Office of Financial Aid for details.

Loans

Federal Direct Loans

Federal Direct Student Loans from the Department of Education will be offered to students in their award package. Students must accept the award in order to receive the loan funding for the year. The 2015-16 interest rate on Direct Student Loans was 4.66 percent for the Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans. Repayment on Federal Direct Student Loans begins six months after the student is no longer enrolled on at least a half-time basis. There is a $50 minimum monthly repayment and a maximum ten-year repayment period for these loans. In accordance with federal guidelines, all students must perform an entrance loan counseling interview in addition to completing the online master promissory note. Additionally, students are also required to complete an exit loan counseling session prior to graduating or exiting the institution. Both entrance and exit interviews can be completed online at www.studentloans.gov. Contact the Apache Enrollment Center for further information.

Federal Direct PLUS Loans for Parents of Students

Parents of a dependent undergraduate student may borrow funds under this loan program on behalf ofthe student. Parents can borrow up to the cost of education minus other financial aid the student receives. Parents must have a good credit history to qualify. The interest rate for the 2015-16 PLUS was a fixed interest rate of 7.21%. Payments begin within sixty (60) days from the date of full disbursement, with a $50 minimum payment per month. Parents must submit a Parent PLUS Application completed at www.studentloans.gov.

Bridge Loans (subject to availability)

Tyler Junior College has established a limited Bridge Loan program to meet emergency needs of students who qualify for financial aid but have not been awarded yet. Loans are limited to the amount of tuition and fees and bear no interest. Students must have completed all financial aid requirements. Contactthe Apache Enrollment Center for more information. Bridge Loans are not available until late July for the Fall semester and early December for the Spring semester. In general, Bridge Loans are not offered for the summer terms. Failure to pay or get a bridge loan on or before the due date will result in your complete schedule being dropped for non-payment.

Bridge Loans are due and payable in full on or before the established due date each term. Any type of credit from financial aid, scholarships or other sources applied to the account prior to the due date for this loan will be used toward repayment of the loan. Students are responsible for paying any tuition, fees, room, board, or loans by appropriate due dates.

Once this loan has been granted and applied to the account, the student is responsible for payment of the loan by the due date unless a complete withdrawal form is completed and processed by the Registrar's office **prior** to the first official day of class.

Please note that unpaid loans will:

1) PROHIBIT ANY FUTURE REGISTRATION ATTYLER JUNIOR COLLEGE,
2) CAUSE ACADEMIC TRANSCRIPTS TO BEWITHHELD FROM RELEASE,
3) RESULT IN A FEE OF $30 BEING ADDED TO YOUR DEBT, and
4) BE TURNED OVER TO AN AGENCY FOR COLLECTION.

Satisfactory Academic Progress Requirement

Students who receive financial aid are required to make measurable progress toward the completion of their course of study. For a detailed description of the requirements contact the Apache Enrollment Center or see the Financial Aid Handbook (online).

All inquiries regarding financial aid should be addressed to:

Tyler Junior College
Attn: Financial Aid
P. O. Box 9020
Tyler, TX 75711–9020

Employment

College Work-Study (CWS)

The College Work-Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply (through the Office of Human Resources) each year for College Work-Study. Students must be enrolled at least half-time and maintain a 2.0 total GPA.

Student Assistants' Employment Program

Part-time employment for students who do not have financial need is available on campus. A candidate for student assistant employment must be age 18 or older, have a high school diploma or GED, be a currently-enrolled student of the College and maintain a 1/2 load student status (6 hours fall and spring semester; 3 hours per summer session) and must not hold an associate or higher degree. Apply in the Human Resources office or online at https://employment.tjc.edu/applicants/jsp/shared/Welcome_css.jsp.

Off-Campus Employment

For those seeking off-campus employment, please contact Career Services for assistance with Apache Jobs, an on-line job database of part-time and full-time employment opportunities in the Tyler community and surrounding area.

Assistive and Rehabilitation Program

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Division for Rehabilitation Services, Tyler District Office; 3800 Paluxy, Suite 325; Tyler, Texas 75703; 903–534–2070.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility: Bureau of Indian Affairs; P.O. Box 368; Anadarko, OK 73005; 405–247–6673.

Tuition Exemption Program

In addition to the scholarships, grants, loans and employment opportunities already mentioned, the State of Texas offers a number of exemptions from tuition and fee charges. Tuition exemptions may not be used to pay prior

enrollment charges. Eligible Exemptions and Waivers are as follows:

Tuition Exemptions

1. Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition.
2. Exemption of highest ranking graduate of accredited high schools from payment of tuition for two semesters.
3. Exemption of deaf or blind students from payment of tuition and fees.
4. Exemption of children of disabled Firemen, children of disabled Peace Officers, children of disabled employees of the Texas Department of Corrections and children of disabled Game Wardens from payment of tuition and fees.
5. Exemption of tuition and lab fees for Firemen enrolled in Fire Science courses and Peace Officers enrolled in Criminal Justice courses. (Letter required from employer each semester enrolled. Courses must be in fire protection/criminal justice program respectively to qualify)
6. Exemption of tuition for children of prisoners of war or persons missing in action.
7. Exemption of tuition and fees for disabled Peace Officers. (With proper documentation: Letter from the agency employed with at time of disability.)
8. Exemption of tuition and fees for children in foster or other residential care.
9. Exemption from payment of tuition only, up to $500 for Clinical Preceptors and their children. An application must be submitted each semester this exemption is used.

For more information about tuition exemptions and waivers, visit The Texas Higher Education Coordinating Board website "College for Texans" at http://www.collegeforalltexans.com/.

Tuition Waiver Codes

1. Application of resident rather than non-resident tuition to military personnel and dependents.
2. Application of resident rather than non-resident tuition to teachers and professors of Texas state institutions of higher education, their spouse and children.
3. Application of resident rather than non-resident tuition to a teaching or research assistant, provided student is employed at least one-half time in a position which relates to his/her degree.
4. Application of resident rather than non-resident tuition to a non-resident holding a Competitive Academic Scholarship of at least $1,000 for the academic year or summer for which he/she is enrolled.
5. (54.062) Payment of lowered tuition rate due to concurrent enrollment in more than one public institution of higher education in Texas. Student must register at Tyler Junior College first in less than three semester hours.
6. Application of resident rather than non-resident tuition for a Mexican national attending a General Academic Teaching Institution who shows financial need.
7. Application of resident rather than non-resident tuition for Mexican national attending a public institution of higher education in Texas as a part of the state's student exchange program.
8. Application of resident rather than non-resident tuition for an individual or a member of his family located in Texas as an employee of a business or organization that became established in this state as a part of the program of state economic development and diversification.
9. Application of resident rather than non-resident tuition for an individual who is a non-resident alien, who otherwise meets residency requirements, who is living in the United States or on a visa which the U.S. Department of Justice has determined will allow the holder to establish a domicile in the United States. (As of the printing of this publication, only individuals having visa classifications of A-1, A-2, G-1, G-3, G-4 and K and those classified by the Immigration and Naturalization Service as Refugees and Asylees are eligible.)
10. Competitive Academic Scholarship Recipients. Certain students receiving competitive academic scholarships may be exempted from paying non-resident tuition rates. (See Rules and Regulations Residence Status published by Texas Higher Education Coordinating Board).

All of the above categories are subject to change by the legislature of the State of Texas. Effective Fall 2014, Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a grade point average requirement for persons to receive continuation awards through exemption programs. The Bill also establishes a limit to the total number of hours, cumulative, that a student may take and continue to receive awards through these exemption programs.

$1,000.00 Tuition Rebate

Available during their senior year of college, $1,000.00 tuition rebates are available for students who enrolled in a Texas public institution of higher education beginning the fall of 1997, or thereafter, and complete a baccalaureate degree. Students must be Texas residents and complete all of their coursework in Texas public institutions of higher education and must have paid resident tuition at all times. They must have attempted no more than three hours over the minimum number of semester hours required to complete a baccalaureate degree. This degree must be completed under the institutional catalog from which the student is eligible to graduate.

Veteran Services

Tyler Junior College is approved for Veterans training. Consult the College Veterans Coordinator located in the Rogers Student Center, Third Floor, Room 308, for information and assistance. The student may apply for Veterans Benefits on line at www.gibill.va.gov or visit the online Veterans page at www.tjc.edu/veterans.

Hazlewood

Veterans who are receiving Federal VA Educational benefits as well as Veterans who have exhausted their Federal VA Educational benefits may be eligible to receive benefits under the Texas Hazlewood Act. Veterans qualifying for the Hazlewood benefits "may be" exempt from Tuition and Related Fees.

Requirements:

1. Resident of Texas when they entered the military **OR**
2. Designated Texas as their Home of Record **OR**
3. Entered the military from Texas **AND**

4. Have an Honorable Discharge or General under Honorable Conditions
5. Have "more than 181 days" of active duty, excluding Training
6. Is not in default on an education loan made or guaranteed by the State of Texas and is not in default on a Federal Loan

Hazlewood benefits for Veterans, Spouses and Dependents have recently changed.

For more information, contact the Veterans Coordinator located in the Rogers Student Center, Third Floor, Room 308, phone 903-510-3750, email mcol@tjc.edu.

Scholarships

Scholarships may be funded through various annual gifts or endowments established through the Tyler Junior College Foundation. For information concerning the establishment of new scholarships, please contact the Tyler Junior College Foundation at www.tjc.edu/foundation.

Annual and endowed scholarships are available to those who qualify. The amount and number of these awards will vary each year depending on funding levels. Generally, to receive consideration for scholarships, applicants must be planning to enroll in a minimum of 12 semester credit hours each semester (fall and spring) or be accepted into a health professions program. Scholarships are not available during the summer or winter sessions. Some scholarships are need-based and require completion of the Free Application for Federal Student Aid (FAFSA). In all instances where the student's need is met with federal or state funds, any scholarship awarded may be adjusted to meet federal/state audit guidelines.

Submitting the TJC scholarship application will allow students to be considered for most scholarships offered by the College. Exceptions include Fine and Performing Art Scholarships and Athletic Scholarships. Based on the information provided in the scholarship application, the student will be considered for every scholarship for which he or she qualifies.

Go online to www.tjc.edu/scholarships for additional information regarding eligibility or to submit an application. The priority deadline is March 1st for the following academic year.

Presidential Honors Scholarship

These scholarships are awarded to incoming freshman whose application demonstrates academic excellence, leadership, extracurricular or community involvement and who meet at least ONE of the three following criteria:

1. Rank in the top ten percent of their high school class at the completion of their junior year;
2. Rank in one of the "top ten" positions of their high school class at the completion of their junior year AND demonstrate college readiness as defined through the Texas Success Initiative;
3. Achieve at least a 3.5 unweighted high school GPA AND meet one of the following ACT or SAT test scores:
   - ACT-Composite score of 26 or higher with a minimum of 19 on both the English and Mathematics sub-tests.
   - SAT-Combined score of 1200 on the Math and Critical Reading sub-tests with a minimum of 500 on each.

The Presidential Honors Scholarship will cover the full cost of tuition and fees for two years (fall and spring only). Students must enroll full time and participate in the TJC Honors Program (www.tjc.edu/honors). An additional $1,000 per year will be awarded to students who choose to live on campus in the Presidential Honors Living and Learning Community.

Students who graduate from one of TJC's service area high schools and meet one of the first two criteria listed above are guaranteed the Presidential Honors Scholarship upon successful completion of acceptance requirements. All other applicants will be awarded based on a competitive review process.

Dean's Scholarship

These scholarships are awarded to incoming traditional freshmen whose applications demonstrate academic excellence, leadership, extracurricular or community involvement and who have taken either the SAT or ACT. The selection committee will consider test scores but no minimum is required. Awards are for $1,000 per year for two years and require full-time enrollment.

General Scholarship

These scholarships are awarded to incoming traditional freshmen and continuing students and are based on a variety of attributes including academic merit, leadership, need, choice of study, and other factors. Award amounts vary and require full-time enrollment (12 hours) or enrollment in a health professions program. Generally, these scholarships are awarded one academic year at a time and require a new application each year.

Rusk TJC Citizens Promise Scholarship

In 2014, a partnership between Citizens 1st Bank, The James I. Perkins Family Foundation and Tyler Junior College established the Rusk TJC Citizens Promise.

The Rusk TJC Citizens Promise is available exclusively to qualifying Rusk High School graduates who enroll at Tyler Junior College within three years of graduation. Rusk TJC Citizens Promise Scholars may receive up to $8,000 for two years to be used toward tuition, fees, books and housing.

Students must meet the following basic requirements:

- Graduate from Rusk High School and reside in the school district of Rusk, Texas;
- Attend Rusk High School for grades 11 and 12;
- Rank in the top one-half of graduating high school class, with a 2.5 minimum GPA;
- Complete the Free Application for Federal Student Aid (FAFSA) by March of senior year.

Fine and Performing Art Scholarship

Also known as performance grants, these scholarships are awarded to members of certain performing groups. Current groups include Apache Band; Apache Belles and Guards; Apache Cheerleaders; Concert Choir; Chamber Singers; Harmony and Understanding; Student Senate; dance; guitar; musical theatre; organ; piano; speech; strings; theatre; and visual art. Award amounts vary and will pay toward the student's tuition and fees and room and board only. Full-time

enrollment (12 hours) is required. These scholarships are not awarded through the TJC scholarship application. Each area has its own award process which may require separate application and try-outs. For more information, contact your specific area of interest.

Athletic Scholarship

Also known as performance grants, these scholarships are awarded by the Tyler Junior College athletic program according to Region XIV Athletic Conference and NJCAA guidelines. Award amounts vary and full-time enrollment (12 hours) is required. Currently Tyler Junior College offers scholarships in football, men's and women's basketball, men's and women's tennis, men's and women's soccer, men's and women's golf, women's volleyball, women's softball and athletic training. These scholarships are not awarded through the TJC scholarship application. Each area has its own award process which may require separate application and try-outs. For more information, contact ApacheAthletics.

Legacy Scholarship

The Legacy Scholarship Program establishes endowment-based funding for performance grants to ensure that these outstanding extracurricular programs continue to be a vital part of the student experience. Select students are named as a Legacy Scholar through the respective area from which they are receiving a performance grant.

Residential Life and Housing

Tyler Junior College Residential Life and Housing offers a variety of on-campus living experiences to enhance students' academic and personal growth. Residing on campus is truly a living and learning experience for the students, with outside-classroom activities that range from hall gatherings to community service projects to events that assist students in being academically successful. An Area Coordinator, Resident Director or Senior Resident Assistant manages each Hall. On each floor of a Hall is a student Resident Assistant whose mission is to provide guidance to the residents and assist with programming that fosters a sense of hall community.

To arrange housing tours or get answers to housing questions, go online www.tjc.edu/housing or send an e-mail to housing@tjc.edu.

General Information

Located on Baxter Avenue across from the White Administrative Services Center, the Residential Life and Housing office is the hub for on-campus living at TJC. On-campus Housing is available during Fall, Spring, Maymester and both Summer Sessions. All guidelines for the halls are located in the Residence Hall Handbook and the Resident's Code of Conduct, available online at www.tjc.edu/housing. Residents will also receive this information during mandatory floor meetings at the beginning of each semester.

"Live The Experience"

The newest hall, Crossroads, opened Fall 2015. With this addition there will be eight halls on campus housing over 1,200 resident students. A brief description of each Hall, photos, floor plans, amenities and current pricing are available at www.tjc.edu/housing. Room and Board charges are applied to the resident's account each semester.

Facility/Type	Bathroom
Crossroads *(Co-ed by or on a floor)*	Suite
Ornelas *(Co-ed by or on a floor)*	Private Bath in Room
Bateman *(Co-ed by floor)*	Suite
Claridge *(Male Athletes)*	Suite
Hudnall *(Female Athletes)*	Suite
Holley *(Male)*	Suite
Vaughn *(Female)*	Suite
Sledge *(Male–Football only)*	Suite

Meal Plan Options:

Every resident is required to purchase a mandatory meal plan. In addition to the main cafeteria in the Rogers' Student Center, food is available in the Ornelas Hall Convenience Store, Chick-Fil-A in Crossroads Hall, Subway in the Pirtle Technology building and Starbucks located in the Vaughn Library. Residents have different options to choose from:

- The Platinum Plan: This plan offers 19 meals every week, plus $50 in Apache Bux to use in any retail location on campus.
- The Gold Plan: This plans offers 15 meals every week, plus $125 in Apache Bux to use in any retail location on campus.
- The Silver Plan: This plan offers 10 meals every week, plus $200 in Apache Bux to use in any retail location on campus.

Housing Application Process

For incoming Fall semester students, the Housing Priority Placement Deadline to submit an applications is March 1 of each year. Placement is done based on the date the on-line Housing application is received by the College. Incoming students are encouraged to submit their application early for best availability— halls do fill up. Students wanting to live on campus should first complete the TJC Admission application and receive an Apache student identification number, knownas an A number. There is a separate Housing application located on Apache Access, which is on the main TJC web-site. It is submitted electronically on-line and the submission date and time are noted on the application. A one-time, non-refundable $100 application and processing fee must be submitted when the Housing application is completed. In addition to the Housing application and processing fee, the student must submit a completed and signed background check form. When these three steps are completed and a background check form is received as approved, the applicant is ready to be placed. The application documents and $100 non-refundable fee do not guarantee a residential space on campus.

Housing Payment and Room Assignment

Housing charges are applied each semester. Payment for the semester room and meal plan must be made before a student can move in to the residence hall. Students on Financial Aid should start the process very early. If the Financial Aid process paperwork is not complete by the Housing payment due date, the student will not be able to move into a hall. No estimates of Financial Aid awards will be accepted.

Housing Contract

Each student living on campus will sign a contract when they move into the hall. Residents are on a yearly, Fall through

Spring, contract. If a student is not returning for the next semester, there is a $400.00 break contract fee. The TJC Residential Life and Housing contract requires students to be enrolled in 12 semester hours to reside on campus. Resident students have two semesters to achieve a 2.0 GPA and must maintain a 2.0 GPA to continue to live in a residence hall.

Residence Hall Closings

TJC Residence Halls are closed during school closings such as between semesters, Thanksgiving, and Spring Break. During this time, on-campus residents will need to find alternative housing. If a resident is part of a TJC sponsored group or team, they may be required to remain on campus to participate in a TJC sponsored event.

Background Check

All students who live on-campus are required to have a background check on file. The form is found on the web at www.tjc.edu/housing. The cost of running the background check is included in the non-refundable application processing fee of $100.00. This form should be filled out during the application process. An application is not considered complete unless a background check has been conducted and returned without issues. For any specific questions, please contact our Residential Life and Housing office at 903-510-2345 or by email at housing@tjc.edu.

Campus Clinic

The Campus Clinic is located on the second floor of Rogers Nursing and Health Sciences Building.

The clinic is staffed each school term Monday through Friday, 8 a.m.–12 noon and 1 p.m. to 5 p.m., by a physician, a nurse, a physician's assistant and/or a family nurse practitioner. The Clinic provides yearly flu vaccinations, physicals, and acute illness care for all students. It also provides free vaccinations for all Allied Health students. This full complement of health services is made possible by a health services fee of $30 per student per long semester and $15 per student for summer terms.

Bacterial Meningitis

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood.

This disease strikes about 3,000 Americans each year, including 100–125 on college campuses, leading to 5–15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities. Symptoms—High fever, stiff neck, severe headache, nausea, rash or purple patches on skin, confusion and sleepiness, vomiting, lethargy, light sensitivity and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk; so when these symptoms appear, seek immediate medical attention. Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions. Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. will increase your risk of getting Bacterial Meningitis. Also, living in close conditions (such as sharing a room/suite in a dorm or group home) will increase one's risk of contracting Bacterial Meningitis. It is recommended that all incoming freshmen get the vaccine before entering college. It is mandatory for all incoming students younger than 30 years of age to get the vaccine before entering college. The vaccine is available through the Health Department for $15 903–510-–5604.

To find out more information contact:

- Your own health care provider
- The Campus Clinic at 903–510–3862
- Your local or regional Texas Department of Health office. For Smith, Henderson, Van Zandt, Wood, and Rains Counties, contact:

North East Texas Public Health District (NETPHD)
P. O. Box 2039; Tyler, TX 75710–2039
Phone: 903–510–5604

- Web sites: http://www.cdc.gov/meningococcal/ or www.acha.org

Center for Student Life and Involvement (CSLI)

A vibrant student life is promise # 2 here at TJC and is one that we deeply believe in here in our department.

The Center for Student Life and Involvement supports the three promises of Tyler Junior College and enhances the student experience by promoting success inside and outside the classroom. Our programs create a rich sense of community on campus, offer avenues of exploration and varied interests, and integrate an enthusiastic culture of school spirit and tradition. We champion student empowerment by providing opportunities for student development in areas of student learning, leadership and organizational growth.

For more about the Center for Student Life and Involvement, go to the TJC Web site at www.tjc.edu/campuslife/.

Student Senate

As one of the oldest organizations in TJC history, the Student Senate is the student government body of Tyler Junior College. The purpose of the Senate is to promote active student government, engage and educate student leaders as well as organizations to assist in their development and membership. Also the Senate strives to promote better relationships among the student body, promote good citizenship and provide an avenue by which student needs and desires are transmitted to the administration, as well as provide an educational and wholesome experience for students. Senate serves as the umbrella organization over all on-campus, student organizations. The Student Senate Executive Board is composed of three (3) Student Senate Executive Officers; three (3) Sophomore Class Officers - consisting of, but not limited to Parliamentarian, Ambassador of Organizations and Public Relations Officer; and three (3) Freshmen Class Officers.

The Senate meets each Tuesday during the Fall Semester at 4:00 p.m. and bimonthly in the Spring Semester. Special meetings are called by the Executive President of the Student Senate when necessary. In general, the Senate sets allpolicies governing student body activities.

See Student Senate online at http://www.tjc.edu/StudentSenate.

Apache Activities Council

The purpose of the Apache Activities Council is to contribute to the social, recreational, cultural and educational development of the students through programs and services created and conducted by its members. Apache Activities Council gives participants and members an opportunity to network with other students from different ethnic, spiritual and social backgrounds by developing their understanding of how to plan, coordinate and execute successfulevents.

Apache Cheer

The Tyler Junior College Cheer Squad performs at sporting events on and off campus. The squad also represents Tyler Junior College at many college and community events throughout the year, as well as competes in the Spring semester for national titles. Tryouts are held at the end of the spring semester, typicallythe first of May. More information for the squad can be found atwww.tjc.edu/cheerleading.

Intramurals and Recreational Services

Intramural Sports is an essential program on campus, providing students the opportunity to participate in a variety of team sports (Flag Football, Volleyball, Basketball, Soccer, Bowling, etc.) and individual and dual participation competitions (Racquetball, Table Tennis, Billiards, etc.). The mission of the Department of Recreational Services is to provide students with a variety of extracurricular activities that help students engage in a vibrant campus life while also providing non-classroom educational opportunities. Through recreational involvement, Recreational Services provides a safe and contemporary environment for social interaction while improving sportsmanship and fostering leadership development. For more about Intramural sports, visit www.tjc.edu/intramurals and www.imleagues.com/tjc.

Recreational Room

The "Rec" Room is located on the 2nd Floor of the Rogers Student Center and is open five days per week: Monday - Thursday, 8 a.m. - 7 p.m.; Friday, 8 a.m. - 5 p.m.. Table Tennis, Pool and the latest Xbox One and PlayStation 4 games are offered for general game play. Throughout the academic year, the Rec Room will offer various tournaments that students can compete in. Students must present their current/valid TJC I.D. in order to be admitted into the Rec Room.

Clubs and Organizations

Other Student Life activities include clubs and organizations which are intended to represent the diverse interests of all TJC students. These groups include educational, religious, special interests, governmental, departmental and more.Students can visit the Center for Student Life and Involvement office located on the second floor of Rogers Student Center for more information about how to become more involved or create a new organization.

The following organizations are presently active on the campus. A more complete description of the purposes and activities of each organization are available at www.tjc.edu/clubsorgs/.

Anime Club
Apache Activities Council
Apache Band
Apache Belles
Apache Cheer
Apache Chiefs
Apache Pow Wow (Press Club)
Apache Punch
Apache Renegades
Apache Twirlers/Touch of Gold
Apache Word Warriors
Bahai Club of TJC
Black Student Association
Campus Crusade for Christ
Catholic Campus Community
Criminal Justice Students Association
Fashion Your Way
Hispanic Student Organization
Honors Student Program
Infinite Apaches
International Education Club
International Game Developers Association
Kappa Kappa Psi
Las Mascaras
Muslim Students Association
Student Occupational Therapy Assistants
Student Physical Therapy Assistants
Paintball
Club Phi Rho Pi
Phi Theta Kappa
Residence Hall Association
S.A.G.E.
Sigma Alpha Pi
Sigma Kappa Delta
Student Nurses Association
Tau Beta Sigma
TJC Fishing Team
Tribe Productions
Wishmakers on Campus

Religious Student Centers

Association of Baptist Students
Baptist Student Ministries
Wesley Foundation

Co-Curricular Transcript (CCT)

The Co-Curricular Transcript is a comprehensive record of student's extracurricular activities participated in at Tyler Junior College, such as leadership experiences, community services and campus involvement. CCT is a supplement to a student's academic transcript. CCT is a valuable tool for preparing a resume and can be shared with prospective employers and university admissions. Please visit the Center for Student Life & Involvement for a CCT request form and more information.

Apache Band

The Apache Band program offers a wide variety of performing ensembles open to all students who qualify by audition. The marching band is made up of students from almost every major on campus and performs at a large number of campus, athletic, and community events while offers scholarship opportunities to all of its participants who qualify. Other ensembles available to students include the Wind Ensemble, Jazz Band, Percussion Ensemble, Indoor Drumline, Steel Drum Band, Touch of Gold (color guard and twirlers) and many smaller chamber groups. Visit the Apache Band online at www.tjc.edu/band for more information.

Apache Belles

A select women's organization, the group presents performances in various venues both on and off the Tyler Junior College campus. Each fall the focus is on the halftime show and outdoor performances. In the spring, the focus is on an original

theatrical production. The Apache Belles also serve Tyler Junior College and the community as "goodwill ambassadors". Web site: www.apachebelles.com.

Choral Activities

Tyler Junior College boasts three high-quality choral ensembles: Concert Choir, Chamber Singers and Harmony and Understanding. Any student may enroll in the Concert Choir and audition for Chamber Singers and Harmony and Understanding. The ensembles represent the College though concerts, community activities and campus events. Access choral Web pages at www.tjc.edu/music/.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, baseball, soccer, tennis and golf, and for women in basketball, volleyball, soccer, golf, softball and tennis. For more information about each program, visit www.apacheathletics.com.

Student Support Services

Tyler Junior College provides a variety of support services for students with special needs and capabilities.

Student Resources

Student Support Services is comprised of four departments: Counseling Assistance, Disability Services, Tutoring, and TRiO.

1. **Counseling Assistance** for enrolled students is performed by professional counselors with experience in assisting students with personal problems, test anxiety, social adjustment and individual development. Due to staff limitations, personal counseling follows a brief therapy format; counseling visits are restricted to six or fewer visits. Community referral is made for individuals requiring more than six visits or needing resources that may be provided by state and local service agencies.
   Location and Hours
   Counseling assistance is available within the Support Services office on the third floor of the Rogers Student Center (RSC 302) and in Potter Hall (P105) on the Tyler Junior College main campus. Hours are 8 a.m.–5 p.m., by appointment Monday through Friday.
2. **Disability Services** implements Section 504 of the Federal Rehabilitation Act of 1973 as, amended, and the American with Disabilities Act of 1990 (ADA) which requires that public colleges and universities provide reasonable and appropriate accommodations for otherwise qualified students with disabilities. Services may include but are not limited to a quiet testing environment, note takers and interpreting services.
   NOTE: Notification for services need must be made in advance especially with regard to interpreting services to ensure service availability.
3. **Tutoring** provides free tutorial services to all currently enrolled Tyler Junior College students. The goal of each center in Apache Tutoring is to promote critical thinking through the use of study skills, content clarification, reading comprehension strategies, and techniques for better writing. Walk-in tutoring services are available in the STEM Center, QEP/Quest Center, and when available in the Writing Center. Individualized tutoring is available by appointment in the Tutoring Center and Writing Center.
4. **TRiO**, funded by the U.S. Department of Education, provides cultural enrichment activities both on and off campus; community service; tutoring; studyskills seminars; financial aid information and guidance; financial planning workshops; scholastic probation prevention; academic advising and placement; individual guidance; TSI preparation seminars; university transfer information – including campus visits; and information and referral assistance for students who qualify for this program.

Achieving the Dream

Tyler Junior College is a Leader College within the Achieving the Dream network of institutions of higher education. The Achieving the Dream National Reform Network includes over 200 institutions of higher education, 100 coaches and advisors, 15 state policy teams, and numerous investors and partners working throughout 34 states and the District of Columbia. The mission of the Achieving the Dream Network is to promote student success and completion. Colleges within the Network utilize data as a means of determining the success of interventions implemented across the college campus. As a Leader College, TJC has assumed the responsibility of sharing the results of our reform efforts with other institutions in an effort to assist students nationwide to achieve their dreams through education.

Commit to Complete

Tyler Junior College is committed to assisting students in the achievement of their educational goals. Two-thirds of all new jobs that produce livable wages require a credential beyond high school. Students who complete a certificate or degree are far more likely to be hired and far less likely to become unemployed. Furthermore, research indicates that, upon transfer into a baccalaureate program, students who complete an associate degree are more likely to complete a bachelor's degree than are students who transfer without completing a degree.

Each year, TJC students are asked to commit or renew their commitment to completing a degree or certificate at Tyler Junior College. This is a student led initiative, originally begun by the members of Phi Theta Kappa. Likewise, faculty and staff commit themselves to assisting students as they strive to keep that commitment. In collaboration with TJC student services and administration, educational events to help students focus on completion include career exploration and informational events, transfer assistance, workforce preparation, tutoring, after-hours study facilities and student forums on mental health and safety.

Vaughn Library/Learning Resource Center

Vaughn Library offers a wide range of information resources for its patrons that includes books, print journals, databases to access online journals, audiobooks (primarily fiction), textbooks and other materials on reserve, a multimedia non-print collection, and college archives. Patrons both in the library as well as those online can access the library's databases via the library's website at www.tjc.edu/library. Subject Guides are found at http://libguides.tjc.edu. Live reference chat is available during library hours and chat boxes are located on all the library webpages. In the library, patrons have access to personal

research assistance, InterLibrary Loan (ILL) for books and journal articles not owned by Vaughn Library, wireless access, library tours and in-class instruction, and computers with print capability. TJC Archives and Special Collections, TJC Tutoring Services, the TJC Writing Center, the Quest Student Success Center, Distance Education Offices, the Multimedia Access and Production Center, and Starbucks are all located within the library on the main campus.

Library hours for Fall and Spring semesters generally are: Mondays – Thursdays from 7:30 a.m. to 9:30 p.m. Fridays from 7:30 a.m. to 5:00 p.m. Saturdays from 10:00 a.m. to 2:00 p.m. Sundays from 1:00 p.m. to 5:00 p.m.

Summer and holidays hours and hours before finals exams will differ.

For more information on Vaughn Library, go to www.tjc.edu/library or call 903-510-2502.

School of Professional and Technical Programs Office of Development and External Funding and Grants

Carl D. Perkins Grant

Students majoring in an Associate of Applied Sciences Career Technology degree, certificate orhealth science program as listed in the Tyler Junior College course catalog may be eligible for limited financial support for child care assistance, books, and/or transportation reimbursement. Students must meet all guidelines and submit all necessary documentation with application by the appropriate deadline eachsemester. To be considered, the student must also apply for Federal Student Aid (FASFA) through the Office of Financial Aid. Financial assistance eligibility is based upon the student's major, economic need, full-time status, and availability of Carl D. Perkins Vocational and Technology Grant funds. Applications must be picked up in the Perkins Grant & Adult Student Services office located in Pirtle 128.

Application deadlines to be considered for financial assistance are:

Fall 2016 - deadline is July 18, 2016
Spring 2017 - deadline is November 4, 2016
Summer Session - announced if funds are available

CTE Retention Services

Retention Services are available to all students who may be experiencing some difficulty in reaching goals and need extra help. With collaboration among students and their families, advisors, faculty members, counselors, and administrators', effective and appropriate action plans in supporting students and their personal and academic challenges can be developed. This office can share relevant campus and community resources through direct referrals and personal communication. Students will be treated with respect, provided support and, most importantly, students will gain the tools necessary to meet their Tyler Junior College goals.

Early Alerts

Early Alert (Pilot) operates via a Professor-referral system to identify students who are at-risk of academic non-completion and provide those students with resources to enable them to achieve completion of academic goals.

Grievance Procedures

Student Grievance Procedures

Course Grade Complaints (FLDB-Regulation**)**

This procedure is only applicable to a student who wishes to dispute a final course grade. Grades for specific tests, reports, projects, or otherwise given during a semester shallbe discussed at that time with the professor and are not subject to this procedure. If a grade results in a student'sdismissal or suspension from a program or the College, then FLD (REGULATION) shall apply, and the procedures set forth in that policy shall govern. Student complaints regarding disciplinary issues, including scholastic dishonesty, are covered by separate procedures.

A student is entitled to a review and explanation of the grading process and the grade received. A grade is the sole prerogative and responsibility of the faculty member, and any review as the result of a dispute is intended to ensure accuracy, fairness, and adherence to College District policy. The steps below must be followed in an effort to reconcile the grade dispute:

1. The student will discuss the final grade with thefaculty member within ten (10) class days into the following long semester; e.g., summer school disputes may be challenged no later than ten (10) class days into the following fall semester.
2. The decision of the faculty member in all grade disputes is presumed final since the grade is the sole prerogative and responsibility of the faculty member. However, if the student feels that a grade is incorrect, the student may present the dispute in writing to the appropriateprogram director/department chair for review. This step must be completed within five (5) class days following the decision of the faculty member. If there is no program director/department chair, or in the event the program director/department chair is the professor named, the student will proceed to the appropriate instructional dean.
3. The program director/department chair will review the written student dispute and request a written faculty response to the dispute in question. Within five (5) class days, the program director/department chairwill make a written response to the student and faculty member regarding the dispute. Attached to this response will be appropriate documentation thus far accumulated.
4. If the student does not agree with the decision ofthe program director/department chair, the student may proceed to the dean of the appropriate instructional school. This step must be completed withinfive (5) class days after the decision of the program director/department chair. Within five (5) class days after receiving the dispute, the dean will review all documentation and respond in writing to the student, faculty member, and program director/department

chair. Attached to this response will be all appropriate documentation. The decision of the instructional dean is final in the matter of grade disputes.

Note: In the event the instructional dean is the professor of record, the dispute will proceed to the Provost, following the procedures above.

To view the most current policy in its entirety, please go to FLDB (Regulation).

Student Complaints (FFDB-Local**)**

This procedure is designed to provide a student with an opportunity to file a complaint orgrievance regarding a problem or condition he or she believes is unfair, inequitable, or discriminatory on the basis of race, color, religion, national origin, disability, age, marital status, veteran status, limited English proficiency, or any other basis protected by law.

The student grievance procedure is not intended tosupplant the Student Code of Conduct, nor does it apply to grading practices, unless the grade resulted in dismissal or suspension from a program or the College District, or complaints of sexual harassment.

EXCEPTIONS

This procedure does not apply to the following:

1. Complaints alleging sexual or gender-based discrimination. [See FFDA]
2. Complaints regarding course grades, unless the grade results in dismissal or suspension from a program or the College District. [See FLD (Regulation)]
3. Complaints regarding disciplinary issues. [See FMA]

INFORMAL PROCEDURES

A grievant is required to attempt to resolve the issue by discussing it with the individual contributing or causing the issue and with his or her supervisor or the next level of authority. If the grievant is uncomfortable for any reason discussing the issue with the individual contributing to or causing the issue, he or she can go directly to the next level of authority. The student may check with the administration to determine the next level of authority. If this does not resolve the issue, the student may seek review under the formal procedures below.

FORMAL PROCEDURE

The College District may request, but shall not insist upon, submission of a written complaint form. If a report is made orally, the College District official shall reduce the report to written form. Investigations will only be initiated with the complainant's consent unless the College District determines that the reported conduct is sufficiently severe or pervasive that it must investigate the complaint.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless ofwhether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation shall be conducted by one of the College District officials designated above or his/her designee. When appropriate, a third party, such as an attorney, may be designated as the investigator by the College District. Additionally, when appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation has occurred. In conducting the investigation, the College District investigator shall interview the complainant, the accused, and other persons believed to have pertinent factual knowledge.

Possible outcomes of the investigation are:

1. A judgment that the allegations are notwarranted.
2. A negotiated settlement of thecomplaint.
3. Initiation of formal action described in succeeding provisions of thisprocedure.

The investigator shall prepare a written report and findings of the investigation.

CRIMINAL INVESTIGATION

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

NOTIFICATION OF OUTCOME

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

COLLEGE DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].

CORRECTIVE ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education pro- gram for the College District community, counseling for the victim and the student who engaged in

prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

CONFIDENTIALITY

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in or- der to conduct a thorough investigation and comply with applicable law.

APPEAL

A student or the person accused who is dissatisfied with the outcome of the investigation may appeal with the assistant vice president, athletics and student life. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Faculty Initiated Academic Integrity Action

It is the responsibility and prerogative of the faculty member to make an initial determination regarding the extent and severity of an academic integrity violation. If the instructor believes that the student violated the Student Code of Conduct:

1. The faculty member will discuss the violation with the student.
2. The faculty member may report the incident to the Dean of Students who will maintain a record of the event. If so, a copy of the record will also be sent to the department chair.

The Dean of Students, in consultation with other administrators and taking into consideration any previous violations reported, may determine that additional sanction(s) against the student are warranted. In this event, the Office of Student Code of Conduct will be notified and the Disciplinary Procedures outlined in the Student Handbook will be followed.

State and Federal Student Complaint Procedures

It is Tyler Junior College's goal to resolve student complaints and concerns in a friendly, fair, and efficient manner. The first step for students who desire to resolve a complaint is to follow the College's internal student grievance procedures contained in the College's Student Handbook (http://www.tjc.edu/StudentHandbook).

If the grievance is not resolved satisfactorily internally, the student may file a complaint with the Texas Higher Education Coordinating Board. Student complaint forms are available on the THECB website: http://www.thecb.state.tx.us/. Send forms electronically to StudentComplaints@thecb.state.tx.us or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities should also include a signed Authorization to Disclose Medical Record Information form.

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tyler Junior College. To file a grievance against the Commission or any of its accredited institutions follow the complaint procedures policy at http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf.

Tyler Junior College online students, residing outside of Texas, who desire to resolve a complaint should follow the College's internal student grievance procedures as explained above. However, if an issue cannot be resolved internally, the student may file a complaint with his or her home state. The Student Grievance Contact Information for Individual States provides phone numbers, e-mails and/or links to state education agencies.

Title IX Grievance Procedure/Sexual Harassment

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and it implementing regulations, 34 C.F. R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advance is made a condition of reward or penalty.

To file a complaint regarding Sexual Harassment with Tyler Junior College, contact the Executive Director, Human Resources at 903-510-2307 or by contacting the Human Resources Office located on the second floor of the White Administrative Services Building. Complaints may also be filed with the Title IX Coordinator at 903-510-2186, or the Title IX Investigator at 903-510-3067.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator pursuant to 34 C.F.R.§ Part 106.

To review all College policies dealing with Title IX or Sexual Harassment please view the Board Policy Manual.

Accommodating Pregnant Students

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, a college or university "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, and termination of pregnancy or recovery therefrom." This directive has been highlighted recently in a Dear Colleague Letter from the DOE's Office of Civil Rights (OCR), and a 30 page "pamphlet" from DOE entitled "Supporting the Academic Success of Pregnant and Parenting Students."

A college must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absence medically necessary. According to these materials, not discriminating against a pregnant student means granting her leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student "to the status which she held when the leave began." For instance, if a faculty member adjusts grades based on class attendance, the pregnant student cannot be penalized for her excused absences and must be given the opportunity to earn back the credit from classes missed due to pregnancy.

This generally means that pregnant students should be treated as if they had a temporary disability, given excused absences, and then given an opportunity to make up missed work wherever possible. Extended deadlines, makeup assignments, and incomplete grades that can be completed at a later date, should all be employed. To the extent possible, pregnant students should be placed in the same position of academic progress that they were in when they took leave. The plausibility of doing so is not governed by an individual faculty member's class rules or policies, but by the nature of the work. Whenever the class work is of a type that it can be completed at a later date—such as papers, quizzes, tests, and even presentations—that option must be made available to the student.

In situations where the temporal particularities of the task do not allow for a "break," such as clinical rotations, large performances, and some lab or group work, the institution should work with the student to devise an alternative path to completion.

Faculty cannot have their own policies regarding attendance and make-up work as to pregnant students, as Title IX requires compliance institution-wide. Students have the following options in completing their coursework after returning from leave deemed necessary by her physician.

1. Retake the class at the next available offering at the student's expense. (Students should be aware that class offerings vary by program and may not be available at regular intervals.)
2. Take the course online.
3. Receive an incomplete and extend the course until 30 days into the next long semester. The 30 day time frame may need to be shortened or lengthened depending upon the length of the time missed due to medical necessity, and what is reasonable under the circumstances.(Professors should work with students to establish timelines, be available to meet and answer questions, and make arrangements for any hands on or face to face course requirements.)

The Title IX Coordinator should be contacted and consulted when an accommodation request from a pregnant and/or parenting student is received. The Title IX Coordinator should oversee the process of receiving and reviewing necessary medical documentation and determining if and what accommodations are necessary.

What We Offer

Graduate Guarantees

Tyler Junior College guarantees that students who earn a Certificate of Completion and/or an Associate of Applied Science Degree will have the appropriate entry level employment skills in the field for which they have been prepared. Graduates who are judged by an employer to be lacking in technical job skills identified as exit competencies for their specific degree or certificate program are allowed to return to the college for up to nine tuition-free hours of education as outlined by the Texas Higher Education Coordinating Board in the 2015 Guidelines for Instructional Programs in Workforce Education.

Special conditions which apply to the graduate guarantee for job competency include the following:

1. The graduate must have earned the Certificate of Completion and/or Associate of Applied Science Degree beginning September 1994, or thereafter, in a Technical program identified in the College catalog.
2. The graduate must have completed the certificate or degree program with 75% of credits earned at Tyler Junior College and must have completed the graduation requirements within a 3 year time span for the Certificate of Completion and a 5 year time span for the Associate of Applied Science.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate department chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, department chair, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 9 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 9 credit hours of tuition-free course work under conditions described above.
12. Activation of the Graduate Guarantee may be initiated by the graduate through contact with the appropriate academic dean within 90 days of the graduate's initial employment.

Honors Program

The Honors Program at Tyler Junior College

The Honors Program at Tyler Junior College seeks to serve intellectually gifted, highly motivated, and exceptionally creative individuals through an interdisciplinary two-year experience that challenges students to approach their potential within a community of scholars. The program fosters an atmosphere of academic excellence by offering innovative seminar-style courses taught by select faculty to encourage habits of articulate communication, critical thinking skills, global patterns of thought and action, and leadership through service learning initiatives. In pursuing these goals, the TJC Honors Program will contribute to the image of Tyler Junior College as a place of serious academic inquiry.

Honors-level courses are offered during the Fall and Spring semesters. Selective admissions and retention rules apply. Please contact the Honors Program for the current Honors course offerings.

Course offerings include: ARTS 1301, BIOL 1406, BIOL 1407, COSC 1301, DRAM 1310, EDUC 1300, ENGL 1301, ENGL 2307, ENGL 2332, ENGL 2333, GEOL 1404, GOVT 2305, GOVT 2306, MATH 1314, MATH 1342, MATH 2413, MATH 2414, HIST 1301, HIST 1302, HUMA 1301, PHIL 1301, PHIL 2289, PHYS 1405, SOCI 1301, SOCI 2289, SPAN 1411, SPAN 1412, SPCH 1321.

Continuing Studies

The Tyler Junior College School of Continuing Studies is focused on providing a comprehensive collegiate experience that is achieved in the rich traditions of a quality education, vibrant campus life and community service. The vision is to be a premier institution of higher education recognized for its academic and work force programs, student life and community engagement. To this end, the School of Continuing Studies was conceived and is committed.

The School of Continuing Studies is headquartered at the Tyler Junior College Regional Training and Development Complex (RTDC) on TJC's West Campus at 1530 SSW Loop 323 in Tyler. Continuing Studies is devoted to offering critically-needed training leading to immediate employment according to the needs of business, industry and governmental agencies. Instruction at the RTDC lends itself to quick startup training for workers to improve deficient basic academic skills and condensed block-time classes, rather than the traditional semester schedule. Additionally, Continuing Studies at the West Campus RTDC offers services such as on-site registration and fee collection, a 300-seat conference room, convenient parking and campus safety. The RTDC is the home of the Continuing Education Center, Small Business Development

Center, the Tyler Area Business Incubator, TJC Corporate Services, and the Literacy Council of Tyler.

In addition, West Campus hosts credit programs—automotive technology; child development/earlychildhood; fire protection technology; Basic Peace Officer Academy; electrical and electronic controls technology; heating, air conditioning, and refrigeration technology; power plant technology and energy related technology; vision care technology and welding technology.

Continuing Education Center

The Continuing Education Center is a non-credit program that offers:

1. Adult (age 16+) vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment. A select number of programs and activities are offered for children and senior adults including summer camps, aquatics classes, and art classes.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in house" to meet specific job-upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the ContinuingEducation Unit (CEU) to persons who successfully complete approved, non-credit continuing education activities administered by the College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In selected instances, the awarding of CEU's may convert to college credit applicable toward a degree.

For more information concerning continuing education programs, contact the School of Continuing Studies online at: www.tjc.edu/ce.

Refund Policy

Refunds may be requested at the RTDC on the West Campus. College refund policy:

- 100% prior to the first class day or if class is cancelledby the College.
- 80% during the first class day and NONEthereafter.

Small Business Development Center

The Small Business Development Center (SBDC) represents a partnership between the Small Business Administration, the North Texas Regional SBDC and Tyler Junior College.

The SBDC serves as a focal point for linking resources of the federal, state and local governments with the resources of the educational system and the private sector. The SBDC focuses on providing in-depth quality assistance to small businesses in all areas to promote growth, expansion, innovation, increased productivity and management improvement. The overall objective of the SBDC is to further economic development through the provision of management and technical assistance to existing and prospective small businesses.

The SBDC offers free counseling, referral services and a variety of small business training programs and seminars designed for entrepreneurial, management and technical skill development. The SBDC also acts as a clearinghouse for resource information and materials to providepractical solutions to business needs and problems.

For more information, go to www.tjc.edu/sbdc/.

Tyler Area Business Incubator

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services to include immediate access to technical training at Tyler Junior College's West Campus and support from the Small Business Development Center. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College.

For more information, go to www.tjc.edu/ BusinessIncubator/.

Adult Basic Education (non-credit)

The Literacy Council of Tyler, in partnership with Tyler Junior College and located at the RTDC, is dedicated to serving the adults of our area with free basic and developmental education. All adults age 17 and older are eligible to attend classes free of charge. Besides the basics of reading, writing and arithmetic, preparation for the GED (General Educational Development) examination is offered. English as a Second Language (ESL) is also taught. Additionally, Career Pathways are offered, giving students an opportunity to work on their GED or other skills while simultaneously working on workforce training such as Certified Nurse Aid, HVAC, Welding, Phlebotomy and others. Classes and/or individualized instruction are available at the West Campus and other locations throughout the area, delivered by LCOT staff as well as trained literacy volunteers. In addition, Literacy Council staff members oversee operation of a grant-funded public computer lab—free to the community. There are also evening classes available in outreach centers throughout the community.

Please call 903–533–0330 for registration information. For more about this non-profit organization, see their Web site: www.lcotyler.org/.

Corporate Services

Providing innovative training solutions to the community's workforce, Corporate Services is client-focused and offers flexible delivery. From information technology instruction to healthcare and industrial training, our certified trainers deliver the quality programs businesses need to sharpen their professional skills. Corporate Services delivers programs according to a client's schedule, on campus or on site. Services include training, testing and skills assessment programs made possible by partnerships and alliances with national organizations.

Find more information at www.tjc.edu/CorporateTraining/.

Energy Center

Opening January 2015 on the TJC West Campus, the Energy Center provides training in the latest industry standards for students seeking highly skilled jobs in power plant technology,

HVAC and electrical and electronic controls technology.

Tyler Junior College's Energy Center trains students in occupations related to energy and integrated technologies and includes the first power plant technology program in the state.

The 51,000-plus square-foot addition features labs for heating, ventilation and air conditioning training, power plant technology and computers. A large assembly room and classrooms for alternative energy programs are also located there.

The Energy Center houses facilities and training for three major areas: power production, energy extraction and process industry.

The Power Plant Technology program trains students for entry-level employment in the operation of modern fossil fuel power plants, gas turbine facilities, hydroelectric plants and other facilities where steam and/or electricity is generated. Students learn the technical and safety aspects of plant operations, the responsibilities of plant operators and the mechanical and chemical technology needed for working in related industrial operations.

Luminant Academy

Unoccupied space on the north end of TJC's Skills Training Center was reconstructed to create Luminant Academy. Luminant, a subsidiary of Energy Future Holdings Corp., formerly TXU Corp., expanded the space to 24,000 square feet with the addition of a second floor. Students attending Luminant Academy classes earn continuing education hours for courses or certificates of completion from the College while being trained to work at generation, mining and construction operations for Luminant, which operates power plants in nearby Rusk and Titus counties. Luminant Academy houses 10 classrooms and office space for 10 permanent staff members. Approximately 300 students per year attend the Academy.

Ornelas Health and Physical Education Center

The Ornelas Health and Physical Education Center, an 83,000-square-foot facility located on the TJC main campus, and a full partner in the School of Continuing Studies, offers comprehensive fitness facilities including a gymnasium, dance studios, weight rooms, racquetball courts, an aquatics area, a band hall and other physical education facilities for students, faculty and staff. In addition, a full range of recreational and fitness clinics and camps for children and youth are available to the public through the continuing education program at the center.

For more information, please call 903–510–2555 or go online to: www.tjc.edu/ohpe.

Distance Education

Distance learning classes are open to all students. Students are asked to complete the Online Student Orientation www.tjc.edu/dl/orientation prior to enrolling in a distance education course. Each course also includes an online orientation. Further information may be obtained onlinewww.tjc.edu/onlinecampus or by e-mail ghow@tjc.edu.

TJC Online Campus

The Tyler Junior College Online Campus should be a student's first stop to find out about online learning. On the web at www.tjc.edu/onlinecampus, the TJC Online Campus gives students information about the online degrees offered by the College and about completing the core transfer requirements online. It also provides online access to all student services, including advising and financial aid.

Online (Internet) Courses

An online (or Internet-based) course allows a student to take courses from any computer that has Internet access (home, work, school, library, etc.). Students access course information through Apache Access, which links to Instructure Canvas, the TJC online learning management system (LMS). Students can easily communicate with instructors by phone, e-mail or discussion boards.

Many online classes and hybrid classes require proctored examinations either through the TJC Testing Center www.tjc.edu/testing or by making arrangements, with the testing center, for a local proctor or remote online proctor.

Hybrid Courses

A hybrid course has both online (Internet) and in-class components. For example, TJC offers hybrid classes that meet in-class one day per week instead of two. The remainder of the class is completed online. This type of class allows students the flexibility of coming to campus only half the time they normally would. Another type is a hybrid lecture/lab class, which holds an in-class lab with the lecture portion of the class delivered online. Students who are not quite sure whether an online course is right for them may find a hybrid class to be more suitable.

College Credit for High School Students

Many participating area high schools offer "dual credit" and "early admissions" courses from TJC through distance learning. Online classes and telecourses may be scheduled at any Tyler service area high school. Some high schools also offer courses by two-way interactive video.

High school students qualifying for college admission (see Special Admissions in the TJC Catalog) may also be able to enroll directly at TJC. For more information on dual credit enrollment and early admissions, contact the Office of Dual Credit or go online to www.tjc.edu/highschool.

The Virtual College of Texas (VCT)

Distance learning courses from other Texas colleges are offered for students of TJC through the Virtual College of Texas, a statewide consortium. A large number of courses are available through the VCT. These courses may originate from any of the 50 public college systems in the state but have the same tuition and fees, admission procedures and requirements as TJC courses. Tuition and fees are paid toTJC. VCT courses appear on students' transcripts as courses of TJC. Course exams may be completed at the TJC Testing Center, an approved high school, or other approved off-campus location. Additional information on courses offered through the Virtual College may be obtained by e-mail to ghow@tjc.edu or online at www.vct.org.

Security

The security, confidentiality, and integrity of student data stored in the College's learning management system (LMS) is protected by the same secure logon that is used to access the College's student information system. Each student has

individual secure access to their data via their secure logon which is based on a unique student identifier known as an Apache number or A-number and a private password known only to the student. For all proctored exams given via the TJC Testing Center or the College's remote online proctoring solution, each student's identity is verified before the exam begins.

Date of Last Attendance

Date of last attendance, as defined by Tyler Junior College according to the *Code of Federal Regulations*, Title 34, Part 668.22, includes but is not limited to:

1. Physically attending a class where there is anopportunity for direct interaction between the instructor and students
2. Submitting an academic assignment
3. Taking an exam, an interactive tutorial, or computer-assisted instruction
4. Attending a study group that is assigned bythe institution
5. Participating in (contributing to) an online discussion about academic matters
6. Initiating contact with a faculty member to ask aquestion about the academic subject studied in the course

Attendance does not include activities where a student may be present, but not academically engaged, such as:

1. Living in institutional housing
2. Participating in the institution's meal plan
3. Logging into an online class without active participation
4. Participating in academic counseling or advisement

A determination of "academic attendance" or "attendance at an academically-related activity" must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

Auditing

Tyler Junior College (TJC) allows a person who does not desire a degree or who does not desire course credit to register for classes on a non-credit basis. This is known as auditing a course. Students auditing classes are permitted to attend classes however class activity participation is at the discretion of the Professor. They are not required to complete work outside the classroom nor sit for exams. No credits are earned and are not applicable toward a degree from Tyler Junior College, nor do they carry transfer recommendation. Students will be required to obtain temporary ID available from the Campus Police to attend class.

A student may audit courses by taking the following steps:

1. Audit Registration begins at 1 p.m. on the 1st day of the semester during administrative changes and will continue through the 7th day of thesemester.
2. Students auditing a course are required to comply with Texas state legislation that mandates those who have not been continuously enrolled at TJC must have received the bacterial meningitis vaccine within the past fiveyears if the student is under the age of 22.
3. Students auditing a course are required to completethe Admission application for TJC.
4. Registration for audit courses will be located in Rogers Student Center during the first day of class. Registration thereafter must be completed in the Registrar's office located in the White Administrative Services Center.
5. Registration is based on available seating.
6. Audit students must pay the same tuition and fees that apply for credit class, and are due in the Cashier's Office at the time of registration. (Students who are residents of the State of Texas and are 65 years of age or older are exempt from the auditfee).

Notes:
Audits will be processed at the time of registration and payment of fees will be required.

A student auditing a course may not receive credit for the course, nor be eligible for advanced standing examination.

Degrees, Certificates and Graduation

General Graduation Requirements for all Degrees, Certificates or Awards

The following general requirements must be met by all students receiving degrees, certificates, or awards:

1. The student must apply for a degree, certificate, or award in the appropriate advising office by the published deadline.
2. The student must complete the required credithours with an average grade of at least "C" (2.0) CGPA for completion.
3. The student must complete at least 60 credithours to earn an associate degree. Minimum credit hour requirement for certificates or awards vary.
4. The student must complete at least 120 credit hours to earn a baccalaureate degree.
5. For degree, certificate, or award completion, at least25 percent of the credit semester hours must be earned through instruction completed at Tyler JuniorCollege.
6. Students must satisfy the Texas Success Initiative (TSI*) requirements specified for the degree, certificate, or award sought.

Additional Awards

A student can earn more than one degree at Tyler Junior College using the same General Education Core with the completion at Tyler Junior College of an additional 18–20 semester hours of work to meet the degree requirements of the specific area of emphasis.

A student may not earn more than one Associate's degree per calendar year.

Student Responsibility

Each student is responsible for seeking academic advising, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program, and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

Students who wish to receive a diploma or certificate and/ or participate in commencement must make proper application in the appropriate academic advising office. Upon verification, students will be notified and receive credit for all awards earned, having them posted to their permanent academic records.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a Catalog underwhich he/she is entitled to graduate. A student is entitled to graduate under the current Catalog or any other Catalog in force when the student was enrolled, but the Catalog must be within the last five Catalogs.

Dates of Graduation

If all degree requirements have been met, degrees will be dated the semester in which the student applied. All degree requirements must be met prior to the end of the semester in which the student applied. Requirements completed in the Winter Term or Maymester will be applied to graduation the following term. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring and fall terms only.

Graduation Application Deadlines

It will be the responsibility of the student to apply for the appropriate degree or certificate for which he/she is eligible. The deadline for applying for a degree or certificate is posted in the academic calendar. Students are responsible for checking with the cashier's office to pay any outstanding charges on their accounts prior to graduation.

Academic Affairs

Under the direction of the Chief Academic Officer, the Division of Academic Affairs is focused on student and community access and success, through a culture of academic integrity, teaching excellence, innovation, and student learning. The Division of Academic Affairs is committed to being student and community centered and provides transferable academic courses and programs, workforce and technical education, developmental education, distance education, and continuing education.

Provost Office
WASC 3rd Floor • 903–510–3203

The School of Continuing Studies
Dean's Office: West Campus RTDC; 903–510–2901

The School of Engineering, Mathematics and Sciences
Dean's Office: Jenkins Hall 155, 903–510–2548

The School of Humanities, Communications and Fine Arts
Dean's Office: Jenkins Hall 155, 903–510–2548

The School of Nursing and Health Sciences
Dean's Office: Rogers Nursing and Health Sciences; 903–510–2130

The School of Professional and Technical Programs
Dean's Office: Pirtle Technology 203; 903–510–2507

Distance Education
Director's Office: Vaughn Library; 903–510–2591

Academic Programs

Students must meet with an Academic Advisor before attempting to register IF they: are new to TJC; have attended TJC less than one academic year or have less than 24 hours credit; have placement test scores indicating a need for Developmental Education coursework and non-TSI complete status; are on academic probation or suspension; have less than a 2.0 GPA; need to change their major; or have reached 45 credit hours and need to confirm final coursework/apply for graduation or confirm course requirements are being met for transfer to their University.

School District Partnerships

Dual Credit

Dual credit programs allow qualified high school students to enroll in a college course and simultaneously earn college credit and high school credit for the course.

Partnerships between Texas secondary schools and Tyler Junior College have enabled high school students to earn college credits before graduating from high school, making their transition to the collegiate campus smoother and their likelihood of graduating from college greater.

College courses offered for dual credit may be taught at the College campus or the high school campus by credentialed instructors. Courses offered for dual credit include the same content and rigor as courses taught to other college students, utilizing the same instructors, curriculum and policies.

Technical Dual Credit

Technical dual credit, also known as workforce dual credit, is a program designed to allow high school students to enroll in Tyler Junior College workforce courses for both high school and college credit. High school career and technology courses are selected for technical dual credit status based on advanced technical content that matches a TJC workforce course. When taught on the high school campus by qualified high school instructors, technical dual credit courses are tuition free. High school students should check with their school counselor about technical dual credit options at their high school. Upon completion of a technical degree at Tyler Junior College, the student will have earned an Associate of Applied Science degree.

Early College High School

An Early College High School (ECHS) program represents a collaborative effort between a school district and a college that must be designated and approved by the Texas Education Agency. The goal of ECHS is to allow students who fit the demographics established by the school district the opportunity to receive a mentored style of educational experience in which they earn college credit as early as the 9th grade. Priority is given to low-income students, first generation college goers, students of color and all who are statistically under-represented in higher education. These schools are small and are designed to allow a student to earn an associate's degree or up to 60 hours of college credit toward a bachelor's degree while completing a high school diploma. Tyler Junior College partners with a designated ECHS program to ensure that all requirements and goals that lead toward the overall success of

the program are met in a timely and positive manner. Classes may be taught on either the high school campus or the campus of TJC. Please refer to www.tjc.edu for a complete listing of TJC Early College High School programs.

Academic Degrees

Degrees Offered at Tyler Junior College

Associate of Arts (AA)

Associate of Arts in Teaching (AAT)

Associate of Science (AS)

Associate of Applied Science (AAS)

Bachelor of Science in Dental Hygiene (BSDH)

The Associate of Arts, Associate of Arts in Teaching and Associate of Science degrees are designed for students planning to transfer course credits to a baccalaureate degree program at a college or university. The curriculum suggested in this Catalog will satisfy the requirements of most colleges and universities.

The Associate of Applied Science degree combines general liberal arts courses with specialized, technical courses.

The Bachelor of Science in Dental Hygiene degree is designed for graduates of an accredited Dental Hygiene program that are licensed dental hygienists seeking a bachelor's degree. They may be graduates of Tyler Junior College or transfer students from any other regionally accredited college.

Students should visit with an Academic Advisor to ensure that they take the correct courses for their Associate of Arts, Associate of Arts in Teaching, Associate of Science, or Associate of Applied Science degree program at Tyler Junior College in addition to the major for their chosen transfer college or university. The selection of science, math, and elective credit courses is often based on the requirements of the specific transfer college or university.

Core Curriculum and General Education Philosophy and Rationale

In November 2011, the Texas Higher Education Coordinating Board (THECB) adopted recommendations for a revised Texas Core Curriculum centered on increasing student learning and improving student success. The THECB summarized the guiding philosophy of its core revision in this Statement of Purpose: "Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning."

The General Education Core Curriculum at Tyler Junior College creates a coherent core that provides multiple opportunities to develop the skills, foundational knowledge, and principles expressed in the Statement of Purpose. The General Education core courses share a uniform set of expectations, competencies, definitions, and guidelines in the areas of Critical Thinking, Communication, Empirical and Quantitative Skills, Teamwork, Social Responsibility, and Personal Responsibility.

The knowledge and skills that Tyler Junior College students gain from the General Education Core Curriculum should prepare them to lead lives as informed citizens, productive workers, and lifelong learners. See the Tyler Junior College *General Education Student Guide*.

Core Completion

Students who complete the core curriculum for the AA degree, AS degree or an area of emphasis will have a notation on their transcript showing core completion.

1. The core curriculum requirements for the Associate of Arts or Associate of Science degree include:

Foundational Component Area

Communications 010
(Select two courses; 6 credit hours):
ENGL 1301 AND SPCH 1315 or 1321

Mathematics 020
(Select one course; 3 credit hours minimum; additional hour will apply to degree requirement):
MATH 1314, 1316, 1324, 1332, 1342, 1414, 1442, 2413

Life and Physical Sciences 030
(Select two courses; 6 credit hours minimum; additional 2 hours will apply to degree requirement):
BIOL 1406, 1407, 1408, 1409, 1411, 2401, 2402, 2406, CHEM 1405, 1406, 1411, 1412, GEOL 1401, 1403, 1404, PHYS 1401, 1403, 1404, 1405, 2425, 2426

Language, Philosophy & Culture 040
(Select one course; 3 credit hours):
ENGL 2332, 2333, HIST 2311, HIST 2312, HUMA 1301, PHIL 1301, 2306

Creative Arts 050
(Select one course; 3 credit hours):
ARTS 1301, DANC 2303, DRAM 1310, MUSI 1306

American History 060 (Select two courses; 6 credit hours):
HIST 1301 AND HIST 1302 or 2301

Government/Political Science 070
(6 credit hours):**
GOVT 2305, 2306

Social and Behavioral Sciences 080
(Select one course; 3 credit hours):
COMM 1307, ECON 2301, GEOG 1303, PSYC 2301, 2314, SOCI 1301

Component Area Option 090
(Select two courses; 6 credit hours):
EDUC 1300 AND ENGL 1302 or 2311 †

Core Total: 42 credit hours

*** Students transferring six hours of Government from out-of-state must take GOVT 2107.*

† Students should choose ENGL 1302 or 2311 based on senior college requirements.

2. Complete courses listed in one of the areas of emphasis.

Students who intend to transfer to a university and seek the baccalaureate degree should consult with their advisor, inquire about the receiving university's course requirements, and develop a degree plan accordingly.

Work with the academic advisor for your major to request any course substitutions needed for your senior institution or associate degree plan. Course waivers/substitutions must be approved by the appropriate department chair and instructional dean.

Some degrees do not require completion of the core. Fields of study supplant core requirements.

Colleges and University Relations

The educational goal of many Tyler Junior College students is successful transfer from TJC into a baccalaureate program at another institution. Facilitating the transfer process for these students is a part of the mission of TJC. Several programs are in place to accommodate the needs of transferring students.

Statewide programs include the Field of Study Curriculum and Transfer Compacts. Both of these programs aid in the transfer of courses within specific majors. Field of Study curricula are designed to complete the first two years of study within a designated major offered at a Texas public college or university with the courses successfully completed at Tyler Junior College. Transfer Compacts guide students to the most appropriate courses for select majors without changing the curriculum of the four-year institution receiving the transfer student.

In addition to these statewide programs, Tyler Junior College seeks to collaborate with numerous four-year colleges and universities on an individual basis to create articulated agreements with the intent of providing a seamless transition from TJC to the student's chosen institution. These agreements vary in their terms depending upon the partnering college or university, but the ultimate goal of each is to facilitate the transfer of students.

Field of Study Curriculum

Field of study curriculum, mandated in the Senate Bill 148 of the 75th Texas Legislature (1997), facilitates free transferability of lower-division academic courses among Texas public colleges and universities. Field of study curricula are defined by SB 148 as "a set of courses that will satisfy the lower-division requirements for a bachelor's degree in a specific academic area at a general academic teaching institution." The Texas Higher Education Coordinating Board is responsible for developing and approving academic courses that fulfill the lower-division requirements for majors that correspond to the field of study.

Students who successfully complete a Tyler Junior College field of study curriculum can transfer that block of courses to any Texas public college or university. The field of study curriculum is substituted for that institution's lower-division requirements of the degree program for the field of study into which the students transfer. The students receive full academic credit toward the degree program of the block of courses transferred. Course substitutions cannot be made in a "field of study" curriculum. Since the field of study curriculum does not include all of the core curriculum requirements, students must complete those courses at the transfer institution. Students who transfer without completing the TJC field of study curriculum receive academic credit for their coursework but must complete the transfer institution's field of study requirements.

TJC offers the following Coordinating Board approved fields of study: Communications, Computer Science, Criminal Justice and Music.

Engineering Transfer Compact

The Voluntary Mechanical Engineering Transfer Compact has been expanded to include additional disciplines of engineering. It is now part of the Texas Voluntary Transfer Compacts for Engineering, which, along with the Voluntary Transfer Compacts for Biology and Chemistry, are voluntary agreements among institutions of higher education within the State of Texas. Their purpose is to foster enhanced transfer processes for students pursuing bachelor's degrees in civil, electrical, industrial, or mechanical engineering, and to increase the number and preparedness of students matriculating from a two-year engineering program at community colleges into a baccalaureate engineering program at four-year universities. The intention of these transfer compacts is not to change the curriculum of a four-year institution. The intention of these agreements is to provide guidance to students with respect to what courses offer the best mechanism for obtaining a bachelor's degree in one of these disciplines of engineering.

Articulation Agreements

Tyler Junior college has several articulation agreements already in place for the benefit of our transferring students. For instance, as a part of the **Baylor Bound** program, Tyler Junior College students will experience the benefit of directly mapped courses, moving the student seamlessly from an associate degree at TJC to a baccalaureate degree at Baylor University, and with coordinated advising on both campuses.

Similarly, students who wish to transfer to the University of Texas at Tyler (UTT) may follow one of the articulated **Patriot Pathways** for both academic transfer degrees and applied science degrees and take advantage of a seamless transfer process in which programs are begun at TJC and completed at UTT as efficiently as possible. In addition, students choosing to transfer to UTT enjoy the benefit of a transfer center located on the TJC campus and staffed by UTT personnel. Students may check with their TJC Academic Advisor or the UTT Transfer Center in the Rogers Nursing and Health Sciences building for information regarding transfer opportunities with UTT.

Through articulation with **Texas Women's University** (TWU), students enrolled in a dental hygiene program at TJC may simultaneously pursue a Bachelor of Science in Dental Hygiene at TWU. The articulation of these programs significantly shortens the student's time to completion of a BSDH degree.

Upon graduation with an Associate of Applied Science degree from Tyler Junior College, a student may pursue a Bachelor of Applied Arts and Sciences degree via articulated agreements with **Texas A&M-Commerce** (TAMU-C) or **Stephen F. Austin State University** (SFASU). Articulation also facilitates the transfer of TJC students into a Bachelor of General Studies at TAMU-C. Courses required to complete a Bachelor of Social Work are offered by SFASU on the TJC campus, thus allowing students to move seamlessly from an associate degree to a bachelor degree without ever leaving Tyler Junior College.

A listing of current articulation agreements is available on the TJC website and will be updated as future agreements are completed. For more information, students may contact the TJC University Transfer Center or the Office of Academic Advising, both in Rogers Student Center.

Areas of Emphasis for Degrees and Certificates

Listed here are the "areas of emphasis" for specific degrees and certificates available from Tyler Junior College with their suggested curriculum plans detailed on the pages following (in alphabetical order by the named area of emphasis). Those degrees designated as "field of study" must be followed exactly

as listed. Students are strongly encouraged to seek advisement for course planning from their Academic Advisor or Faculty Advisor. Since senior college requirements differ, Tyler Junior College recommends that all students who plan to transfer check with their senior college regarding transferability of particular classes into degree requirements.

The final responsibility for the selection, scheduling, and satisfactory completion of degree or certificate requirements rests with the student.

Bachelor of Science

Tyler Junior College offers the BS degree to students completing required courses in the following program:

Dental Hygiene

Associate of Arts

Areas of emphasis within the Associate of Arts degree are as follows:

Art

Business

Communications – *Fields of Study*
- Advertising/Public Relations
- Journalism/Mass Communication
- Radio & Television Broadcasting/Broadcast Journalism
- Speech

Criminal Justice – *Field of Study*

Dance

Economics

English

Foreign Language

General Studies

Government

History

Music – *Field of Study*

Musical Theatre

Psychology

Social Work

Sociology

Theatre

Associate of Arts in Teaching

Areas of emphasis within the Associate of Arts in Teaching degree are as follows:

Education
- EC - 6/4-8 Grade Levels; EC-12 Special Education

Associate of Science Degrees

Areas of emphasis within the Associate of Science degree are as follows:

Biology

Chemistry

Computer Science – *Field of Study*

Engineering

Environmental Science

Geology

Health and Kinesiology
- Athletic Training
- Health Studies
- Kinesiology
- Outdoor Leadership

Mathematics

Physics

Science

Associate of Applied Science

Tyler Junior College offers the AAS degree to students completing required courses in the following programs:

Automotive Technology

Business Management

Child Development/Early Childhood

Communications:
Multimedia Marketing and Production

Computer Information Systems
- System Administration
- WAN Technology

Criminal Justice Law Enforcement Investigations

Dental Hygiene

Diagnostic Medical Sonography

Electrical/Electronic Controls Technology

Emergency Medical Service Professions

Engineering Design Technology
- Engineering Design Technology
- Process Piping Design

Fire Protection Technology

Game and Simulation Development
- Graphics
- Programming

Health and Medical Administrative Services
- Health Information Technology
- Healthcare Administration
- Medical Office Management

Heating, Air Conditioning and Refrigeration Technology

Human Services: Addiction Counseling

Medical Laboratory Technology

Nursing
- Associate Degree Nursing (ADN)
- LVN–ADN Transition
- Paramedic–ADN Transition

Occupational Therapy Assistant

Paralegal

Physical Therapist Assistant

Power Plant Technology

Professional Tennis Management

Public Administration

Radiologic Technology

Respiratory Care

Sign Language Interpreting

Surgical Technology

Surveying and Mapping Technology

Visual Communications
– Visual Communications
– Web Development

Veterinary Technician

Welding Technology

Wellness and Exercise Specialist

Allied health students must contact the department chair or Academic Advisor for specific application information and deadlines. See the Special Admissions and/or Selective Admissions sections of this *Catalog*.

General Education Courses

Every Associate of Applied Science degree plan must contain 15 semester hours of general education courses. Atleast one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/ American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Certificate Options

Automotive Technology
– Engine Performance
– Chassis and Drive Train

Business Management
– Bookkeeping
– Management Specialties Leadership
– Real Estate
– Retail Management
– Small Business

Child Development/Early Childhood
– Child Development/Early Childhood
– Administrator's Credential
– Infant and Toddler Caregiver
– Preschool Teaching
– Occupational Skills Award/The Early Childhood Professional

Communications: Multimedia Marketing and Production
– Media Sales
– Media Technology

Computer Information Systems
– System Administration
– Advanced SystemAdministration
– Desktop Support Technician
– WAN Technology

Dental Assisting

Diagnostic Medical Sonography
– Vascular Technology†

Electrical/Electronic Controls Technology

Emergency Medical Service Professions
– Paramedic Option†

Engineering Design Technology
– Computer-Aided Drafting

Fire Protection Technology
– Level I
– Level II

Game and Simulation Development
– Game Design

Heating, Air Conditioning and Refrigeration
– Entry Level
– Advanced Level

Human Services
– Addiction Counseling
– Community Health Worker

Medical Office Management
– Medical Office Management
– Medical Insurance Coding Specialist

Nursing, Vocational (VNE)†

Professional Tennis Management

Public Administration
– Public Administration
– Occupational Skills Award in Public Administration
– Occupational Skills Award in Public Administration Leadership

Respiratory Care
– Polysomnography

Sign Language Interpreting
– ASL Skills
– Sign Language: Health
– Sign Language: Legal

Surgical Technology†

Surveying and Mapping Technology

Vision Care Technology†

Visual Communications
– Graphic Design
– Photography
– Web Development

Welding Technology
– Entry Level
– Advanced Level

Wellness and Exercise Specialist

† *In these health science programs, Certificates of Proficiency will only be awarded provided each required course is completed with a minimum grade of "C."*

**Pending THECB approval*
***Pending SACS approval.*

It is the students' responsibility to make sure the classes listed in their specific degree plan will transfer to the receiving institution. If not, then schedule an appointment with an Academic Advisor at Tyler Junior College.

Degree/Certificate Plans

TYLER JUNIOR COLLEGE CORE CURRICULUM*

The Core Curriculum at Tyler Junior College provides students with a solid foundation of knowledge and academic skills which will assist them throughout life. Students planning to continue their education toward a baccalaureate degree can complete core curriculum courses designed to provide a sound background in the liberal arts. Students who successfully complete the Tyler Junior College core curriculum can transfer that block of courses to any Texas public college or university. Articulation agreements with other Texas colleges and universities mean seamless transfer.

TJC Core requirements are in 3-hour increments. However, some core courses offered, such as Mathematics and Life and Physical Sciences, are 4-hour classes. Any overflow (extra) hours above the required Core of 42 hours will create a minimum 44 hour Core, and meet degree requirements.

COMMUNICATIONS CORE (6 hrs)
- ENGL 1301 Composition I*
- SPCH 1315 Public Speaking *OR*
  SPCH 1321 Business & Professional Communication

MATHEMATICS CORE (3 hrs)
- MATH 1314 College Algebra
- MATH 1316 Plane Trigonometry
- MATH 1324 Mathematics for Business & Social Sciences
- MATH 1332 Contemporary Mathematics
- MATH 1342 Elementary Statistical Methods
- MATH 1414 College Algebra
- MATH 1442 Elementary Statistical Methods
- MATH 2413 Calculus I

LIFE AND PHYSICAL SCIENCES CORE (6 hrs)*
- BIOL 1406 Biology for Science Majors I BIOL 1407 Biology for Science Majors II BIOL 1408 Biology for Non-Science Majors I
- BIOL 1409 Biology for Non-Science Majors II
- BIOL 1411 General Botany
- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- BIOL 2406 Environmental Biology
- CHEM 1405 Introductory Chemistry I
- CHEM 1406 Introductory Chemistry I-Allied Health Emphasis
- CHEM 1411 General Chemistry I
- CHEM 1412 General ChemistryII
- GEOL 1401 Earth Science
- GEOL 1403 Physical Geology
- GEOL 1404 Historical Geology
- PHYS 1401 College Physics I
- PHYS 1403 Stars and Galaxies
- PHYS 1404 Solar System
- PHYS 1405 Elementary Physics I
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II

LANGUAGE, PHILOSOPHY AND CULTURE CORE (3 hrs)
- ENGL 2332 World Literature I
- ENGL 2333 World Literature II
- HIST 2311 Western Civilization I
- HIST 2312 Western Civilization II
- HUMA 1301Introduction to the Humanities I
- PHIL 1301 Introduction to Philosophy
- PHIL 2306 Introduction to Ethics

CREATIVE ARTS CORE (3 hrs)
- ARTS 1301 Art Appreciation DANC 2303 Dance Appreciation I DRAM 1310Introduction to Theater MUSI 1306 Music Appreciation

AMERICAN HISTORY CORE (6 hrs)
- HIST 1301 United States History I*
- HIST 1302 United States History II *OR*
  HIST 2301 Texas History

GOVERNMENT/POLITICAL SCIENCE CORE (6 hrs)
- GOVT 2305 Federal Government
- GOVT 2306 Texas Government

SOCIAL AND BEHAVIORAL SCIENCES CORE (3 hrs)
- COMM 1307 Introduction to Mass Communication
- ECON 2301 Principles of Macroeconomics
- GEOG 1303 World Regional Geography
- PSYC 2301 General Psychology
- PSYC 2314 Lifespan Growth & Development
- SOCI 1301 Introductory Sociology

COMPONENT AREA OPTION CORE (6 hrs)
- EDUC 1300 Learning Framework*
- ENGL 1302 Composition II *OR*
  ENGL 2311 Technical & Business Writing

***Institution requires all core complete students to take ENGL 1301, HIST 1301, EDUC 1300 and two lab sciences.**

ART

Art, Associate of Arts

With the many professional fields available to artists, you should begin your career as an artist at TJC. Hone your skills towards directing, craft, fine or multimedia arts in our 10,000-square-foot art facilities; all while being in close proximity to the Tyler Museum of Art.

Our Associate of Arts degree provides the first two years of a liberal arts education and prepares you with the sound artistic foundation required to successfully pursue an art degree at an upper level institution.

ART

Associate of Arts

TSI Complete

Major Courses ..... 16 credits

ARTS 1311 Design I ARTS 1312 Design II ARTS 1316 Drawing I ARTS 1303 Art History I ARTS 1304 Art History II

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER		**Credit Hours**
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
EDUC 1300	Learning Framework	3
ARTS 1311	Design I	3
ARTS 1316	Drawing I	3
SECOND SEMESTER		
ENGL 1302	Composition II *OR* ENGL 2311	3
HIST 1302	United States History II *OR* HIST 2301	3
XXXX x3xx	Creative Arts Core*	3
ARTS 1312	Design II	3
THIRD SEMESTER		
GOVT 2305	Federal Government	3
XXXX x4xx	Life and Physical Science Core	4
XXXX x3xx	Language, Philosophy Core	3
MATH xxxx	Mathematics Core	3
ARTS 1303	Art History I	3
FOURTH SEMESTER		
GOVT 2306	Texas Government	3
XXXX x4xx	Life and Physical Science Core	4
SPCH 1315	Public Speaking *OR* SPCH 1321	3
ARTS 1304	Art History II	3
XXXX x3xx	Social and Behavioral Sciences Core	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

Note: Some schools may require ARTS 1317 Drawing II as a foundation art course for portfolio development and transfer credit.

**Creative Arts Core: ARTS 1301 recommended*

AUTOMOTIVE TECHNOLOGY

Automotive Technology, Associate of Applied Science

The Automotive Technology program uses cutting-edge technology and highly specialized training to prepare you for a lucrative career in the automotive industry.

The automobile industry has evolved dramatically during the past two decades from mechanical to highly technical vehicles. TJC will provide the state-of-the-art training and intensive hands-on experience you will need to become a successful, highly effective automotive technician.

We are accredited by National Automotive Technicians Education Foundation (NATEF), Master Automobile Service Technology (MAST) program, and are a participant in the Mopar Career Automotive Program (CAP) LOCAL national program in partnership with the National Coalition of Certification Centers (NC3).

Please see an academic advisor, program professor, or the department chair for details, if you're interested in a career as an automotive service technician.

Automotive Technology: Engine Performance, Certificate of Proficiency

In keeping with the highly technical vehicles of today, TJC's Engine Performance certificate program offers lab facilities with state-of-the-art equipment and ASE certified instructors with real-world experience in the operations of various automotive dealerships.\Please see an academic advisor, program professor, or the department chair for details on this program.

Automotive Technology: Chassis and Drive Train, Certificate of Proficiency

TJC's Chassis and Drive Train certificate program provides you with up-to-date specialty training in many high-performance applications of diesel and automotive upgrades. You will receive hands-on repair and diagnosis of modern hi-tech diesel and gasoline powered vehicles with an emphasis on performance. Please see an academic advisor, program professor, or the department chair for details on this program.

AUTOMOTIVE TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

AUMT 1305 Introduction to Automotive Technology
AUMT 1407 Automotive Electrical Systems
AUMT 1419 Automotive Engine Repair
AUMT 2417 Automotive Engine Performance Analysis I
AUMT 2434 Automotive Engine Performance Analysis II
AUMT 1445 Automotive Climate Control Systems
AUMT 2357 Automotive Alternative Fuels
AUMT 1410 Automotive Brake Systems
AUMT 1416 Automotive Suspension and Steering Systems
AUMT 2413 Automotive Drive Train and Axles AUMT 2425 Automotive Automatic Transmission and Transaxle
AUMT 2380 Cooperative Education - Automobile/ Automotive Mechanics Technology/ Technician

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Course Sequence:

FIRST SEMESTER	**Credit Hours**
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1407 Automotive Electrical Systems	4
AUMT 1419 Automotive Engine Repair	4
ENGL 1301 Composition I	**3**
SECOND SEMESTER	
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2434 Automotive Engine Performance Analysis II	4
MATH 1314 College Algebra *OR* **MATH 1332**	3
SOCI 1301 Introductory Sociology *OR* **PSYC 2301**	3
SUMMER I	
AUMT 1445 Automotive Climate Control Systems	4
SUMMER II	
AUMT 2357 Automotive Alternative Fuels	3
THIRD SEMESTER	
AUMT 1410 Automotive Brake Systems	4
AUMT 1416 Automotive Suspension and Steering Systems	4
PHIL 2306 Introduction to Ethics	**3**
SPCH 1321 Business & Professional Communication	**3**
FOURTH SEMESTER	
AUMT 2413 Automotive Drive Train and Axles	4
AUMT 2425 Automotive Automatic Transmission and Transaxle	4
AUMT 2380 Cooperative Education - Automobile/ Automotive Mechanics Technology/ Technician	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

NOTE: Applicants must meet the admission requirements for TJC and achieve minimum scores on the TSI assessments in reading, writing, and math, and on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend automotive orientation.

Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for required tool list.)

AUTOMOTIVE TECHNOLOGY:

ENGINE PERFORMANCE

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	Credit Hours
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1407 Automotive Electrical Systems	4
AUMT 1419 Automotive Engine Repair	4

SECOND SEMESTER	
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2434 Automotive Engine Performance Analysis II	4

SUMMER	
AUMT 1445 Automotive Climate Control Systems	4

Total Semester Hours—23

†For Automotive Technology certificate programs:

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. However, the passage of the Bennett test cannot exclude a student from enrollment in a Level 1 (CERT1) program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend automotive orientation.

Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for required tool list.)

AUTOMOTIVE TECHNOLOGY:

CHASSIS AND DRIVE TRAIN

Certificate of Proficiency

TSI Exempt

PREREQUISITE	Credit Hours
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1407 Automotive Electrical Systems	4

FIRST SEMESTER	
AUMT 1410 Automotive Brake Systems	4
AUMT 1416 Automotive Suspension and Steering Systems	4

SECOND SEMESTER	
AUMT 2413 Automotive Drive Train and Axles	4
AUMT 2425 Automotive Automatic Transmission and Transaxle	4

FIRST SEMESTER

Total Semester Hours—23

†For Automotive Technology certificate programs:

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. However, the passage of the Bennett test cannot exclude a student from enrollment in a Level 1 (CERT1) program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend automotive orientation.

Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for required tool list.)

BIOLOGY

Biology, Associate of Science

Biology is a science centered around the study of life and living organisms. The Associate of Science in biology is designed for students wishing to complete the first two years of college biology education and then transfer to a 4-year institution.

Our curriculum also prepares you to work professionally in areas centered around biology. These include health professions that require an advanced degree such as medicine, dentistry, occupational therapy, optometry, pharmacy, physical therapy, physician assistant and veterinary medicine, as well as various research fields.

BIOLOGY

Associate of Science

TSI Complete

Major Courses*..... 16 credits

Choose 4[Δ]:

BIOL 1406 Biology for Science Majors I* *OR*
BIOL 1407 Biology for Science Majors II* *OR*
CHEM 1411 General Chemistry I* *OR*
CHEM 1412 General Chemistry II* *OR* PHYS 1401 College Physics I* *OR*
PHYS 1402 College Physics II
(also counts as TJC core class)

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
EDUC 1300 Learning Framework	3
BIOL 1406 Biology for Science Majors I	4
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II *OR* HIST 2301	3
BIOL 1407 Biology for Science Majors II	4
MATH x3xx Mathematics Core	3
THIRD SEMESTER	
GOVT 2305 Federal Government	3
CHEM 1411 General Chemistry	4
PHYS 1401 College Physics I	4
SPCH 1315 Public Speaking *OR* SPCH 1321	3
XXXX x3xx Creative Arts Core	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
CHEM 1412 General Chemistry II	4
PHYS 1402 College Physics II	4
XXXX x3xx Language, Philosophy Core	3
XXXX x3xx Social and Behavioral Sciences Core	3

Total Semester Hours—60

[Δ]Classes chosen in major must be different from courses used for Core requirements.

**From the core choices, BIOL 1406 and 1407, CHEM 1411 and 1412 and PHYS 1401 are required for the Biology Degree. Two of the above listed classes will count towards core requirements. The others will apply towards the major.*

To receive the degree, you must (a) make a minimum grade of "C" in all required math and science courses, and (b) have an overall GPA of 2.0 or greater.

Students interested in one of these pre-professional areas are encouraged to meet with a TJC academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.

BUSINESS

Business, Associate of Arts

Our business degree is designed perfectly to make transferring to a four-year degree program easier for you and lets you move forward in your specialty field of accounting, business administration, entrepreneurship, finance, international business, management or marketing.

Our curriculum provides you with a strong foundation in worldwide economy comprehension, utilization of technology to attain results, and the ability to demonstrate both technical and critical thinking skills. Also the completion of your introductory coursework in accounting, economics, and information systems will provide you the foundation for specialized business study later in the four year BBA degree.

The combination of a broad educational foundation and specialized study will equip you with the skills needed to enter the work force as professionals and guide you towards a successful career in business.

Additionally, the curriculum is designed to satisfy the lower division requirements for a bachelor's degree in a specific area at four-year colleges in the state of Texas.

BUSINESS

Associate of Arts

TSI Complete

Major Courses ..... 16 credits

ACCT 2301 Principles of Financial Accounting
ACCT 2302 Principles of Managerial Accounting
ECON 2302 Principles of Microeconomics
BCIS 1405 Business Computer Applications
MATH 1342 Elementary Statistical Methods *OR*
MATH 1325 Calculus for Business & Social Sciences *OR*
BUSI 1301 Business Principles

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
*MATH 1314 College Algebra *OR* MATH 1324 *OR* MATH 1342	3
HIST 1301 United States History I	3
XXXX x4xx Life and Physical Science Core	4
EDUC 1300 Learning Framework	3
ENGL 1301 Composition I	3
SECOND SEMESTER	
*MATH 1342 Elementary Statistical Methods *OR* MATH 1325 *OR* BUSI 1301	3
HIST 1302 United States History II	3
ENGL 1302 Composition II	3
BCIS 1405 Business Computer Applications	4
XXXX x4xx Life and Physical Science Core	4
THIRD SEMESTER	
ACCT 2301 Principles of Financial Accounting	3
ECON 2301 Principles of Macroeconomics	3
SPCH 1321 Business and Professional Speaking *OR* SPCH 1315	3
GOVT 2305 Federal Government	3
FOURTH SEMESTER	
ACCT 2302 Principles of Managerial Accounting	3
GOVT 2306 Texas Government	3
ECON 2302 Principles of Microeconomics	3
XXXX x3xx Language, Philosophy Core	3
XXXX x3xx Creative Arts Core	3

Total Semester Hours—60

**University requirements may differ. Selection of math courses for transfer should be based on intended transfer senior college requirements.*

Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 1301 and ACCT 2302

BUSINESS MANAGEMENT

Business Management, Associate of Applied Science

Business Management is about ideas and capabilities; leading, not following. Our business management program instills you with the tools and skills needed to successfully manage abusiness.

We engage in real-world scenarios and projects that will allow you to develop leadership as well as managerial and strategic skills - setting you up for a career in business management. Our program allows you to transfer on to a four-year degree, but is also ideal if you are currently employed and are looking for the knowledge and credentials to help you advance within your organization.

We provide several certificates to give you a quick path to the workforce, while maintaining the ability to complete an AAS in Business Management.

Business Management: Bookkeeping, Certificate of Proficiency

Our Bookkeeping certificate program will get you well-versed in the accounting practices you need to succeed. We provide real-world scenarios involving accounts receivable, accounts payable, revenue and expenses, payroll accounting, and more. We'll help sharpen your skillset so that you can stay up on the cutting edge of technology and ahead of the competition.

Business Management: Management Specialties Leadership, Certificate of Proficiency

Our Management Specialties Leadership certificate prepares you to serve in a leadership or mentoring role within an organization. We provide insight into not only the basic principles of leadership to determine your own leadership style, but also into human resource management, organizational behavior and communicating effectively.

Business Management: Real Estate, Certificate of Proficiency

Our certificate in Real Estate Management offers you a broad-based knowledge of core areas within the real estate field. Upon completion, your foundation in real estate topics including real estate law, contracts, mathematics, finances as well as the basic principals of real estate will serve as a gateway toward a lucrative career in the real estate industry.

Business Management: Retail Management, Certificate of Proficiency

Retailers account for one out of every four American jobs. Our Retail Management certificate will teach you how to effectively create exciting and impactful retail environments, build brand loyalty and trust, and manage a retail business from top to bottom. We will help you learn and develop the business skills that will apply to every level of the retail industry.

Business Management: Small Business Management, Certificate of Proficiency

Our Small Business Management certificate program is well-suited to support the small business owner or entrepreneur who is looking to expand and make their enterprise grow. Join our experienced faculty who will teach you the ins and outs of owning a business and prepare you for success as an entrepreneur or manager with basic planning, financial management and marketing skills.

BUSINESS MANAGEMENT

Associate of Applied Science

TSI Complete

Major Courses ..... 42 credits

BUSI 1301 Business Principles
ACNT 1303 Introduction to Accounting I *OR*
ACCT 2301 Principles of Financial Accounting
BMGT 1327 Principles of Management
ITSW 1304 Introduction to Spreadsheets
BUSG 1304 Financial Literacy
HRPO 2307 Organizational Behavior
MRKG 1311 Principles of Marketing
ACNT 2311 Managerial Accounting BUSG 2309 Small Business Management/ Entrepreneurship
BMGT 2310 Financial Management
HRPO 2301 Human Resources Management
BMGT 2309 Leadership
BMGT 1341 Business Ethics
BMGT 2341 Strategic Management

General Education Requirements..... 18 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 42
TJC Core Curriculum: 18
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
BUSI 1301 Business Principles	3
ACNT 1303 Introduction to Accounting I *OR* ACCT 2301	3
BMGT 1327 Principles of Management	3
ITSW 1304 Introduction to Spreadsheets	3
ENGL 1301 Composition I	**3**
SECOND SEMESTER	
BUSG 1304 Financial Literacy	3
HRPO 2307 Organizational Behavior	3
MRKG 1311 Principles of Marketing	3
ACNT 2311 Managerial Accounting	3
ENGL 2311 Technical & Business Writing *OR* ENGL 1302	**3**
THIRD SEMESTER	
BUSG 2309 Small Business Management/ Entrepreneurship	3
BMGT 2310 Financial Management	3
HRPO 2301 Human Resources Management	3
BMGT 2309 Leadership	3
MATH 1314 College Algebra *OR* MATH 1332 *OR* MATH 1342	**3**
FOURTH SEMESTER	
BMGT 1341 Business Ethics	3
BMGT 2341 Strategic Management	3
ECON 2301 Principles of Macroeconomics	**3**
SPCH 1321 Business & Professional Communication *OR* SPCH 1315	**3**
ENGL 2332 World Literature I *OR* x3xx Creative Arts Core	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 1301 and ACCT 2302.

BUSINESS MANAGEMENT:

BOOKKEEPING

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I *OR* ACCT 2301	3
ITSW 1304	Introduction to Spreadsheets	3
HRPO 2307	Organizational Behavior	3

SECOND SEMESTER		
ACNT 1304	Introduction to Accounting II *OR* ACCT 2302	3
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1329	Payroll and Business Tax Accounting	3

Total Semester Hours—18

BUSINESS MANAGEMENT:

MANAGEMENT SPECIALTIES LEADERSHIP

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		Credit Hours
HRPO 2307	Organizational Behavior	3
BMGT 1327	Principles of Management	3
HRPO 2301	Human Resources Management	3
BMGT 2309	Leadership	3
SPCH 1321	Business and Professional Speaking *OR* SPCH 1315	3

Total Semester Hours—15

BUSINESS MANAGEMENT:

REAL ESTATE

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		Credit Hours
RELE 1406	Principles of Real Estate	4
RELE 1211	Law of Contracts	2
RELE 1200	Contract Forms and Addenda	2

SECOND SEMESTER		
RELE 1325	Real Estate Mathematics	3
RELE 1219	Real Estate Finance	2
RELE 2201	Law of Agency	2
RELE 2388	Internship - Real Estate	3

Total Semester Hours—18

BUSINESS MANAGEMENT:

RETAIL MANAGEMENT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		Credit Hours
HRPO 2307	Organizational Behavior	3
BMGT 1327	Principles of Management	3
ITSW 1304	Introduction to Spreadsheets	3
MRKG 1311	Principles of Marketing	3
SPCH 1321	Business and Professional Speaking *OR* SPCH 1315	3

SECOND SEMESTER		
HRPO 2301	Human Resources Management	3
MRKG 1302	Principles of Retailing	3
ACNT 1303	Introduction to Accounting I *OR* ACCT 2301	3

Total Semester Hours—24

SMALL BUSINESS MANAGEMENT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I *OR* ACNT 2301	3
BMGT 1327	Principles of Management	3
BUSG 1304	Financial Literacy	3
MRKG 1311	Principles of Marketing	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
BMGT 2310	Financial Management	3

Total Semester Hours—18

CHEMISTRY

Chemistry, Associate of Science

Our chemistry program offers you flexible and interdisciplinary coursework within the basic fields of chemistry. In addition, we offer coursework designed to make transferring to a four-year institution easy for you.

Our faculty provides a combination of individual attention, friendly atmosphere and a small student-to-faculty ratio while utilizing advanced resources and modern lab instrumentation.

CHEMISTRY

Associate of Science

TSI Complete

Major Courses ..... 16 credits

CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
MATH 2413 Calculus I
MATH 2414 Calculus II

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
CHEM 1411 General Chemistry I	4
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
EDUC 1300 Learning Framework	3
MATH 1314 College Algebra *OR* MATH 1316	3
SECOND SEMESTER	
CHEM 1412 General Chemistry II	4
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II *OR* HIST 2301	3
MATH 2413 Calculus I	4
THIRD SEMESTER	
CHEM 2423 Organic Chemistry I	4
GOVT 2305 Federal Government	3
MATH 2414 Calculus II	4
XXXX x3xx Creative Arts Core	3
FOURTH SEMESTER	
CHEM 2425 Organic Chemistry II	4
GOVT 2306 Texas Government	3
SPCH 1315 Public Speaking *OR* SPCH 1321	3
XXXX x3xx Language, Philosophy Core	3
XXXX x3xx Social and Behavioral Science Core	3

Total Semester Hours—60

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

Enrollment in CHEM 1411 requires concurrent enrollment in college algebra or credit for this course with a "C" or better. Students with a weak background in chemistry or math should consider taking Introductory Chemistry I (CHEM 1406) prior to enrolling in General Chemistry I (CHEM 1411).

Chemical engineering majors should refer to the TJC Associate of Science degree plan for engineering majors, but substitute CHEM 2423 & CHEM 2425 for ENGR 2301 & ENGR 2302.

CHILD DEVELOPMENT/ EARLY CHILDHOOD

Child Development/Early Childhood, Associate of Applied Science

If you have a desire to work with children and families, then the Child Development and Early Childhood education program would like to welcome you.

Our AAS degree program provides you the foundation to pursue further education in the fields of Child Development, Family Studies and Human Development. It also prepares you to be a lead teacher in and/or a director of quality early care and education programs.

With focus on the practical application of current theory, we will show you how to provide a safe and nurturing environment that promotes physical, social, emotional and cognitive development of young children. Begin shaping the minds of our future at TJC and discover all the wonder of early childhood education.

Child Development/Early Childhood: Child Development/Early Childhood, Certificate of Proficiency

Skilled professionals in early childhood and childhood development fields are in high demand!

Our certificate program prepares you to be a lead teacher and/or a director of quality early care and education programs. Once complete, you can enjoy the rewarding profession of working in child development.

Start your future with us and we will show you how to provide a safe and nurturing environment that promotes physical, emotional, social and cognitive development of young children.

Child Development/Early Childhood: Administrator's Credential, Certificate of Proficiency

If you want to become a director of a quality early childhood program, then TJC has the right program for you.

Our Administrator's Credential certificate of proficiency meets the demands of a rapidly growing field and we provide you the necessary academic training to launch your career as a director in child development.

Earning a certificate from TJC qualifies you to be an early childhood administrator. With the knowledge you'll gain from TJC, you'll be on the right track to managing an early childhood facility or operating and owning your own.

Child Development/Early Childhood: Infant and Toddler Caregiver, Certificate of Proficiency

Our Infant and Toddler certificate program teaches you to focus on the unique strengths and needs of infants and toddlers.

We will show you how to promote a physical, social, emotional, and cognitive development of infants and toddlers through a safe and nurturing environment.

You will study the development of children from birth to age three and learn the best caregiving practices.

Child Development/Early Childhood: Preschool Teaching, Certificate of Proficiency

The first eight years of a child's life are essential to their future academic journey. This is why it is imperative that preschool teachers are equipped with the best knowledge and skill in early childhood development.

With the high demand for skilled professionals in child development our Preschool Teaching certificate program provides you with the best knowledge and training necessary to obtain employment in the early care and education field.

Come learn how to provide a safe and nurturing environment that promotes physical, social, emotional and cognitive development of young children.

Child Development/Early Childhood: The Early Childhood Professional, Occupational Skills Award

TJC's occupational skills award for the Early Childhood Professional helps you meet the demands of a rapidly growing field.

We provide the necessary academic training to launch your career as an expert in education and child development.

CHILDHOOD DEVELOPMENT/EARLY CHILDHOOD

Associate of Applied Science

TSI Complete

Major Courses ..... 39 credits

CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 2326 Administration of Programs for Children I
CDEC 1311 Educating Young Children
CDEC 1356 Emergent Literacy for Early Childhood
CDEC 1319 Child Guidance
CDEC 1303 Families, School & Community
CDEC 1318 Wellness of the Young Child
CDEC 2328 Administration of Programs for Children II
CDEC 1321 The Infant and Toddler
CDEC 2374 Preschool Children: Learning Environments,Activities and Materials
CDEC 1359 Children with Special Needs
CDEC 1354 Child Growth and Development
CDEC 2384 Cooperative Education - Child Development

General Education Requirements..... 21 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 39
General Education Requirements: 21
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER **Credit Hours**

CDEC 1313 Curriculum Resources for Early Childhood Programs 3
CDEC 2326 Administration of Programs for Children I ...3
CDEC 1311 Educating Young Children 3
CDEC 1356 Emergent Literacy for Early Childhood 3
CDEC 1319 Child Guidance 3

SECOND SEMESTER

CDEC 1303 Families, School & Community..... 3
CDEC 1318 Wellness of the Young Child 3
CDEC 2328 Administration of Programs for Children II 3
CDEC 1321 The Infant and Toddler 3
CDEC 2374 Preschool Children: Learning Environments, Activities and Materials 3

SUMMER I

GOVT 2306 Texas Government 3
ENGL 1301 Composition I 3

THIRD SEMESTER

CDEC 1359 Children with Special Needs 3
CDEC 1354 Child Growth and Development 3
PSYC 2301 General Psychology 3
MATH 1314 College Algebra *OR* **3**
MATH 1316 *OR*
MATH 1332

FOURTH SEMESTER

ENGL 1302 Composition II 3
SPCH 1315 Public Speaking 3
CDEC 2384 Cooperative Education - Child Development 3
ARTS 1301 Art Appreciation *OR* **3**
DRAM 1310 *OR*
MUSI 1306

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

Please see www.tjc.edu for articulation agreements concerning this degree.

**Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.*

This program is located on the TJC West Campus and at the Family Learning Center of Tyler. Students are responsible for transportation to both sites.

CHILD DEVELOPMENT/EARLY CHILDHOOD SPECIALIZATION:

CHILD DEVELOPMENT/ EARLY CHILDHOOD

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		**Credit Hours**
CDEC 1311	Educating Young Children	3
CDEC 1354	Child Growth and Development	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 2326	Administration of Programs for Children I	3
CDEC 1319	Child Guidance	3

SECOND SEMESTER		
CDEC 1303	Families, School & Community	3
CDEC 1318	Wellness of the Young Child	3
CDEC 2384	Cooperative Education - Child Development	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1321	The Infant and Toddler *OR* CDEC 2328 *OR* CDEC 2374	3

SUMMER		
SPCH 1315	**Public Speaking**	**3**
ARTS 1301	**Art Appreciation** *OR* **DRAM 1310** *OR* **MUSI 1306**	3

Total Semester Hours—36

Courses titled in **bold type** *represent general education requirements.*

CDEC 2384 is the Capstone for this certificate.

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

**Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.*

This program is located on the TJC West Campus and at the Family Learning Center of Tyler. Students are responsible for transportation to both sites.

CHILD DEVELOPMENT/EARLY CHILDHOOD SPECIALIZATION:

ADMINISTRATOR'S CREDENTIALS

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		**Credit Hours**
CDEC 1311	Educating Young Children	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1319	Child Guidance	3
CDEC 2326	Administration of Programs for Children I	3

SECOND SEMESTER		
CDEC 1318	Wellness of the Young Child	3
CDEC 1303	Families, School & Community	3
CDEC 2328	Administration of Programs for Children II	3
CDEC 1356	Emergent Literacy for Early Childhood	3

Total Semester Hours—24

CDEC 2384 is the Capstone for this certificate.

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

**Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.*

This program is located on the TJC West Campus and at the Family Learning Center of Tyler. Students are responsible for transportation to both sites.

CHILD DEVELOPMENT/EARLY CHILDHOOD SPECIALIZATION:

PRESCHOOL TEACHING

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		**Credit Hours**
CDEC 1319	Child Guidance	3
CDEC 2326	Administration of Programs for Children I	3
CDEC 1311	Educating Young Children	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
SECOND SEMESTER		
CDEC 2374	Preschool Children: Learning Environments, Activities and Materials	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1303	Families, School & Community	3
CDEC 1318	Wellness of the Young Child	3

Total Semester Hours—24

CDEC 2374 is the Capstone for this certificate.

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

**Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.*

This program is located on the TJC West Campus and at the Family Learning Center of Tyler. Students are responsible for transportation to both sites.

CHILD DEVELOPMENT/EARLY CHILDHOOD SPECIALIZATION:

THE EARLY CHILDHOOD PROFESSIONAL

Occupational Skills Award

TSI Exempt

FIRST SEMESTER		**Credit Hours**
CDEC 1311	Educating Young Children	3
CDEC 1318	Wellness of the Young Child	3
CDEC 1354	Child Growth and Development	3
CDEC 1356	Emergent Literacy for Early Childhood	3

Total Semester Hours—12

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.*This program is located on the TJC West Campus and at the Family Learning Center of Tyler. Students are responsible for transportation to both sites.**

CHILD DEVELOPMENT/EARLY CHILDHOOD SPECIALIZATION:

INFANT AND TODDLER CAREGIVER

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		**Credit Hours**
CDEC 1311	Educating Young Children	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1319	Child Guidance	3
CDEC 2326	Administration of Programs for Children I	3
SECOND SEMESTER		
CDEC 1303	Families, School & Community	3
CDEC 1318	Wellness of the Young Child	3
CDEC 1321	The Infant and Toddler	3
CDEC 1356	Emergent Literacy for Early Childhood	3

Total Semester Hours—24

CDEC 1321 is the Capstone for this certificate.

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

**Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.*

This program is located on the TJC West Campus and at the Family Learning Center of Tyler. Students are responsible for transportation to both sites.

COMMUNICATIONS

Communications: Advertising/Public Relations, Associate of Arts — Field of Study

Our Public Relations and Advertising degree is an ideal choice if you are a go-getter, take initiative and are exceptional at multitasking.

With our program you will learn how to operate in a professional environment while executing marketing plans or strategies and developing advertising materials.

The TJC Communications Advertising/Public Relations degree, while providing the first two years of a liberal arts education, is an excellent stepping stone to a long and prosperous career.

Communications: Journalism/Mass Communication, Associate of Arts — Field of Study

Journalism/mass communication is a thrilling and dynamic career that is essential to the livelihood of a progressive and knowledgeable society.

We offer you a unique educational experience by teaching you the general media literacy skills required in our media-saturated society as well as specific skill-sets applicable to the emerging technologically-driven marketplace.

The Associate of Arts degree provides students with the first two years of a liberal arts education with an emphasis on journalism.

The TJC Communications Journalism/Mass Communication degree, while providing the first two years of a liberal arts education, is an excellent stepping stone to a long and prosperous career. Start getting your first-hand job experience at TJC with our student publication and web site.

Communications: Multimedia Marketing and Production, Associate of Applied Science

If the technical side of film and video production interests you, then an associate's degree from our multimedia marketing and production program is perfect for you.

We offer you a combination of hands-on production classes, professional development classes and first-hand job experiences with our student publications. Learn the intricacies of video editing and go behind the scenes of the film and video industry from a technical standpoint. In addition to video and film production, we also cover marketing techniques and practices in the media.

The more skills you have under your belt, the more desirable you are to employers. Learn a little bit of everything in our Multimedia Marketing and Production program and jump one step further than the competition.

The TJC Communications Multimedia Marketing and Production degree, while providing the first two years of a liberal arts education, is an excellent stepping stone to a long and prosperous career.

Communications: Media Sales, Certificate

The Media Sales certificate program will teach you the ins and outs of sales in the media industry. Marketing and selling products and services in today's global business environment requires someone who can stay current with advancing technology platforms, new media and more.

Our faculty bring years of real-world industry experience to the classroom and teach you the standards employers are looking for today. We'll teach you how to develop unique skills and show you how to sell or solicit advertising space in the media world.

Communications: Media Technology, Certificate

If you're interested in working behind the scenes of the broadcast industry, then a Media Technology Certification is the way to go.

Our program and faculty with real-world industry experience will teach you everything you need to know to earn entry-level employment as a sound technician, camera operator or broadcast technician; all within a short amount of time.

Communications: Radio & Television Broadcasting/Broadcast Journalism, Associate of Arts — Field of Study

Broadcast Journalism is an exciting career that is essential to gathering information on a daily basis, and sharing it with others.

Our Broadcasting Journalism degree program teaches you how to use modern digital communication tools which combine responsible reporting practices and the latest multimedia technologies to create stories that enlighten, engage and influence a global audience.

We offer specialization in the radio and television fields. Let us show you what makes a broadcast reporter successful. Gain expert knowledge about the industry and get significant hands-on training with our student media outlet.

The TJC Communications Radio & Television Broadcasting/ Broadcast Journalism degree, while providing the first two years of a liberal arts education, is an excellent stepping stone to a long and prosperous career in this exciting field.

Communications: Speech, Associate of Arts — Field of Study

The ability to communicate effectively and articulate well are exceptional advantages not only for your career, but throughout life as well. Our associates of arts in speech communication can help you build outstanding communication skills that prepare you for a successful future.

This program will help you navigate diverse communication styles, think critically to make well-reasoned decisions and develop high-impact presentations that will give you an edge not only professionally, but personally. Gain valuable knowledge from our highly experienced staff.

With a degree in speech we provide you the first two years of a liberal arts education, and is an excellent stepping stone to a long and prosperous career in this exciting field.

COMMUNICATIONS:

ADVERTISING/PUBLIC RELATIONS

Associate of Arts - Field of Study

TSI Complete

Field of Study Courses..... 16 credits
COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
COMM 2311 Media Writing
COMM 1129 News Publications I
COMM 2305 Editing and Layout
COMM 2330 Introduction to Public Relations *OR*
COMM 2327 Introduction to Advertising

TJC Core Curriculum..... 44 credits
In addition to the Field of Study Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the field of study course requirement.

Field of Study Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
MATH 1314 College Algebra *OR* MATH 1316 MATH 1324 MATH 1332 MATH 1342 MATH 2413	3
XXXX x4xx Life and Physical Sciences Core	4
EDUC 1300 Learning Framework	3
COMM 1307 Introduction to Mass Communication	3
SECOND SEMESTER	
SPCH 1315 Public Speaking *OR* SPCH 1321	3
ENGL 1302 Composition II *OR* ENGL 2311	3
XXXX x4xx Life and Physical Sciences Core	4
XXXX x3xx Creative Arts Core	3
COMM 1335 Introduction to Electronic Media	3
THIRD SEMESTER	
XXXX x3xx Language, Philosophy and Culture Core	3
HIST 1301 United States History I	3
GOVT 2305 Federal Government	3
COMM 2311 Media Writing	3
COMM 1129 News Publications I	1
FOURTH SEMESTER	
HIST 1302 United States History II *OR* HIST 2301	3
GOVT 2306 Texas Government	3
XXXX x3xx Social and Behavioral Sciences Core	3
COMM 2305 Editing & Layout	3
COMM 2330 Introduction to Public Relations *OR* COMM 2327	3

Total Semester Hours—60

NOTE: Some courses are only offered during fall semester or spring semester but not both. Please plan accordingly.

COMMUNICATIONS:

JOURNALISM/MASS COMMUNICATION

Associate of Arts - Field of Study

TSI Complete

Field of Study Courses..... 16 credits

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
COMM 2311 Media Writing
COMM 1129 News Publications I
COMM 2305 Editing and Layout
COMM 2315 News Reporting

TJC Core Curriculum..... 44 credits

In addition to the Field of Study Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the field of study course requirement.

Field of Study Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
MATH 1314 College Algebra *OR* MATH 1316 MATH 1324 MATH 1332 MATH 1342 MATH 2413	3
XXXX x4xx Life and Physical Sciences Core	4
EDUC 1300 Learning Framework	3
COMM 1307 Introduction to Mass Communication	3
SECOND SEMESTER	
SPCH 1315 Public Speaking *OR* SPCH 1321	3
ENGL 1302 Composition II *OR* ENGL 2311	3
XXXX x4xx Life and Physical Sciences Core	4
XXXX x3xx Creative Arts Core	3
COMM 1335 Introduction to electronic Media	3
THIRD SEMESTER	
XXXX x3xx Language, Philosophy and Culture Core	3
HIST 1301 United States History I	3
GOVT 2305 Federal Government	3
COMM 2311 Media Writing	3
COMM 1129 News Publications I	1
FOURTH SEMESTER	
HIST 1302 United States History II *OR* HIST 2301	3
GOVT 2306 Texas Government	3
XXXX x3xx Social and Behavioral Sciences Core	3
COMM 2305 Editing & Layout	3
COMM 2315 News Reporting	3

Total Semester Hours—60

NOTE: Some courses are only offered during fall semester or spring semester but not both. Please plan accordingly.

COMMUNICATIONS:

MULTIMEDIA MARKETING AND PRODUCTION

Associate of Applied Science

TSI Complete

Field of Study Courses..... 45 credits

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
COMM 2303 Audio Production
IMED 1301 Introduction to Digital Media
COMM 2332 Radio/Television News
RTVB 2351 Programming for Radio and TV
ARTC 1305 Basic Graphic Design
RTVB 2330 Film and Video Editing
COMM 2330 Introduction to Public Relations
IMED 1316 Web Design I
COMM 2327 Introduction to Advertising
RTVB 1345 Broadcast Engineering
RTVB 2339 Broadcast Sales
MRKG 1311 Principles of Marketing
RTVB 2386 Internship Radio and Television

General Education Curriculum ..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Curriculum: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
COMM 1307 Introduction to Mass Communication	3
COMM 1335 Introduction to Electronic Media	3
COMM 2303 Audio Production	3
IMED 1301 Introduction to Digital Media	3
ENGL 1301 Composition I	3
SECOND SEMESTER	
COMM 2332 Radio/Television News	3
RTVB 2351 Programming for Radio and TV	3
ARTC 1305 Basic Graphic Design	3
RTVB 2330 Film and Video Editing	3
SPCH 1321 Business & Professional Communication	3
THIRD SEMESTER	
COMM 2330 Introduction to Public Relations	3
ARTS 1301 Art Appreciation *OR*	3
DRAM 1310 *OR*	
MUSI 1306	
ECON 2301 Principles of Macroeconomics *OR*	3
PSYC 2301 *OR*	
SOCI 1301	
MATH 1314 College Algebra *OR*	3
MATH 1324 *OR*	
MATH 1332 *OR*	
MATH 1342	
IMED 1316 Web Design I	3
FOURTH SEMESTER	
COMM 2327 Introduction to Advertising	3
RTVB 1345 Broadcast Engineering	3
RTVB 2339 Broadcast Sales	3
MRKG 1311 Principles of Marketing	3
RTVB 2386 Internship - Radio and Television	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

NOTE: Some courses are only offered during fall semester or spring semester but not both. Please plan accordingly.

COMMUNICATIONS:

MEDIA SALES

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	Credit Hours
COMM 1307 Introduction to Mass Communication	3
COMM 1335 Introduction to Electronic Media	3
MRKG 1311 Principles of Marketing	3
COMM 2330 Introduction to Public Relations	3
IMED 1316 Web Design I	3
SECOND SEMESTER	
ARTC 1305 Basic Graphic Design	3
COMM 2327 Introduction to Advertising	3
RTVB 2339 Broadcast Sales	3
RTVB 2351 Programming for Radio and TV	3
COMM 2389 Academic Cooperative	3

Total Semester Hours—30

NOTE: Some courses are only offered during fall semester or spring semester but not both. Please plan accordingly.

COMMUNICATIONS:

MEDIA TECHNOLOGY

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	Credit Hours
COMM 1307 Introduction to Mass Communication	3
COMM 1335 Introduction to Electronic Media	3
IMED 1316 Web Design I	3
COMM 2303 Audio Production	3
ARTC 1305 Basic Graphic Design	3
SECOND SEMESTER	
COMM 2332 Radio/Television News	3
RTVB 2330 Film and Video Editing	3
RTVB 1345 Broadcast Engineering	3
RTVB 2351 Programming for Radio and TV	3
COMM 2389 Academic Cooperative	3

Total Semester Hours—30

NOTE: Some courses are only offered during fall semester or spring semester but not both. Please plan accordingly.

COMMUNICATIONS:

RADIO & TELEVISION BROADCASTING/BROADCAST JOURNALISM

Associate of Arts - Field of Study

TSI Complete

Field of Study Courses..... 16 credits

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
COMM 2303 Audio Production
COMM 2311 Media Writing
COMM 1129 News Publications I
COMM 2332 Radio/Television News

TJC Core Curriculum..... 44 credits

In addition to the Field of Study Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the field of study course requirement.

Field of Study Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
MATH 1314 College Algebra *OR* MATH 1316 *OR* MATH 1324 *OR* MATH 1332 *OR* MATH 1342 *OR* MATH 2413	3
XXXX x4xx Life and Physical Sciences Core	4
EDUC 1300 Learning Framework	3
COMM 1307 Introduction to Mass Communication	3
SECOND SEMESTER	
SPCH 1315 Public Speaking *OR* SPCH 1321	3
ENGL 1302 Composition II *OR* ENGL 2311	3
XXXX x4xx Life and Physical Sciences Core	4
XXXX x3xx Creative Arts Core	3
COMM 1335 Introduction to Electronic Media	3
THIRD SEMESTER	
XXXX x3xx Language, Philosophy and Culture Core	3
HIST 1301 United States History I	3
GOVT 2305 Federal Government	3
COMM 2311 Media Writing	3
COMM 1129 News Publications I	1
FOURTH SEMESTER	
HIST 1302 United States History II *OR* HIST 2301	3
GOVT 2306 Texas Government	3
XXXX x3xx Social and Behavioral Sciences Core	3
COMM 2303 Audio/Radio Production	3
COMM 2332 Radio/Television News	3

Total Semester Hours—60

NOTE: Some courses are only offered during fall semester or spring semester but not both. Please plan accordingly.

COMMUNICATIONS:

SPEECH

Associate of Arts - Field of Study

TSI Complete

Field of Study Courses..... 16 credits

DRAM 1120 Theater Practicum I
Select 5Δ:
SPCH 1311 Introduction to Speech Communications *OR*
SPCH 1315 Public Speaking *OR*
SPCH 1318 Interpersonal Communication *OR*
SPCH 1321 Business & Professional Communication *OR*
SPCH 1342 Voice & Diction *OR*
SPCH 2333 Discussion and Small Group Communication *OR*
SPCH 2341 Oral Interpretation *OR*

TJC Core Curriculum..... 44 credits

In addition to the Field of Study Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the field of study course requirement.

Field of Study Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
SPCH 1315 Public Speaking *OR* SPCH 1321	3
HIST 1301 United States History I	3
EDUC 1300 Learning Framework	3
MATH xxxx Mathematics Core	3
SPCH x3xx Speech Elective	3
DRAM 1120 Theater Practicum I	1
SECOND SEMESTER	
ENGL 1301 Composition I	3
HIST 1302 United States History II *OR* HIST 2301	3
XXXX x4xx Life and Physical Sciences Core	4
SPCH x3xx Speech Elective	3
SPCH x3xx Speech Elective	3
THIRD SEMESTER	
GOVT 2305 Federal Government	3
XXXX x4xx Life and Physical Sciences Core	4
XXXX x3xx Social and Behavioral Core	3
SPCH x3xx Speech Elective	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
ENGL 1302 Composition II *OR* ENGL 1311	3
SPCH x3xx Speech Elective	3
XXXX x3xx Creative Arts Core	3
XXXX x3xx Language, Philosophy and Culture Core	3
Total Semester Hours—60	

ΔClasses chosen in major must be different from courses used for Core requirements.

COMPUTER INFORMATION SYSTEMS

System Administration, Associate of Applied Science

Computer information systems require highly qualified technicians who are current in networking technology, hardware, and state-of-the-art software. System Administrators are in demand as both in-house experts who work for a single company and as consultants who contract with many different companies.

Our System Administration AAS allows you to focus on design, implementation, management and troubleshooting computer systems in a business environment. Additionally, you will be able to concentrate on a specific system while getting well-rounded exposure to network administration.

With this degree we prepare you for positions as systems administrators and for the Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 Certification, as well as for continued studies at the baccalaureate level.

System Administration, Certificate of Proficiency

Our certificate of proficiency in System Administration will enable you to have a continued path of education and meet current and future job responsibilities. Upon graduation this certification can provide you with a wide variety of opportunities in the networking field.

We offer you the advantage of taking these courses over eight- and 16-week semesters and also provide a large amount of hands-on lab experience that will be beneficial when entering into the work force.

With this certificate you will be prepared for the Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 Certification.

Advanced System Administration, Enhanced Skills Certificate

If you already have skills in system administration or WAN, then our enhanced skills certificate provides you with the next step in your education providing advanced skills in Linux installation support, computer virtualization and computer network storage management.

Let our program help you develop a variety of industry-recognized skills as well as provide practical hands-on knowledge for the work place. We will increase your knowledge and skill level in preparation for employment or to improve your current professional skills.

Desktop Support Technician, Certificate of Proficiency

Our Desktop Support Technician Certification program prepares you for a career as a computer support specialist.

Help desk technicians are an integral part of the computer software and technology business because they are a bridge between the customer and the support technician.

Once completed our program will allow you to help others resolve their computer issues related to the use of computer hardware and software, including printing, installation, word processing, electronic mail and operating systems.

WAN Technology, Associate of Applied Science

Wide Area Networks (WAN) continue to grow in complexity as technology evolves and the demand for highly trained networking experts increases daily. At TJC you will receive the most current knowledge within the industry.

Our AAS in WAN Technology, will enable you to design and implement a variety of computer and information networks. Additionally, these skills will allow you to maximize reliability and quality of service on existing or new networks, as well as improve network security and provide a range of application-oriented solutions.

Once completed our curriculum will let you move forward in your career pursuits, as well as continue coursework in a baccalaureate degree.

WAN Technology, Certificate of Proficiency

With the continued growth in complexity of Wide Area Networks, the demand for highly trained networking experts increases daily.

Join our program and learn how to design and implement a variety of computer and information networks. Additionally, learn skills which will allow you to maximize reliability and quality of service on existing or new networks, as well as improve network security and provide a range of application-oriented solutions.

Our Wide Area Networks (WAN) Technology certification program will enable you to meet current and future job responsibilities, as well as continue your education in this field.

COMPUTER INFORMATION SYSTEMS:

SYSTEM ADMINISTRATION

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

ITSC 1305 Introduction to PC Operating Systems
ITMT 1371 Installing and Configuring Windows 7
ITNW 1325 Fundamentals of Networking Technologies
CPMT 1311 Introduction to Computer Maintenance
ITMT 1372 Enterprise Desktop Support Technician
ITMT 1373 Installing and Configuring Windows 8
CPMT 1347 Computer Systems Peripherals
EECT 1300 Technical Customer Service
COSC 1301 Introduction to Computing *OR*
ITSC 1309 Integrated Software ApplicationsI
ITMT 2370 Installing and Configuring WindowsServer 2012
ITMT 2371 Administering Windows Server 2012
ITSE 1359 Introduction to Scripting Languages
ITMT 2372 Configuring Advanced Windows Server 2012 Services
ITSC 2387 Internship-Computer and Information Sciences, General
ITSY 1300 Fundamentals of InformationSecurity

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ITSC 1305 Introduction to PC Operating Systems***	3
ITMT 1371 Installing and Configuring Windows 7***	3
ITNW 1325 Fundamentals of Networking Technologies	3
EDUC 1300 Learning Framework	**3**
CPMT 1311 Introduction to Computer Maintenance	3
SECOND SEMESTER	
ITMT 1372 Enterprise Desktop Support Technician***	3
ITMT 1373 Installing and Configuring Windows 8***	3
CPMT 1347 Computer System Peripherals	3
EECT 1300 Technical Customer Service	3
COSC 1301 Introduction to Computing *OR* ITSC 1309	3
THIRD SEMESTER	
ITMT 2370 Installing and Configuring Windows Server 2012***	3
ITMT 2371 Administering Windows Server 2012***	3
ITSE 1359 Introduction to Scripting Languages	3
ENGL 1301 Composition I	**3**
SPCH 1321 Business and Professional Communication	**3**
FOURTH SEMESTER	
ITMT 2372 Configuring Advanced Windows Server 2012 Services***	3
ITSC 2387 Internship - Computer and Information Sciences, General**	3
ITSY 1300 Fundamentals of Information Security	3
XXXX x3xx Language, Philosophy and Culture Core *OR* **Creative Arts Core**	**3**
MATH 1332 Contemporary Mathematics *OR* **higher level mathematics course**	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

***With department approval, students can substitute ITNW 2354.*

****Course is offered in 8-week terms only.*

COMPUTER INFORMATION SYSTEMS:

SYSTEM ADMINISTRATION

Certificate of Proficiency

TSI Complete

FIRST SEMESTER	Credit Hours
ITSC 1305 Introduction to PC Operating Systems***	...3
ITMT 1371 Installing and Configuring Windows 7 ***	...3
ITNW 1325 Fundamentals of Networking Technologies	3

SECOND SEMESTER	
ITMT 1372 Enterprise Desktop Support Technician ***	3
ITMT 1373 Installing and Configuring Windows 8***	3
CPMT 1311 Introduction to Computer Maintenance	3

THIRD SEMESTER	
ITMT 2370 Installing and Configuring Windows Server 2012***	3
ITMT 2371 Administering Windows Server 2012***	3
ITSE 1359 Introduction to Scripting Languages	3

FOURTH SEMESTER	
ITMT 2372 Configuring Advanced Windows Server 2012 Services	3
ITSC 2387 Internship—Computer and Information Sciences, General**	3
ITSY 1300 Fundamentals of Information Security	3

Total Semester Hours—36

**With department approval, students can substitute ITNW 2354.

***Course is offered in 8-week terms only.

COMPUTER INFORMATION SYSTEMS:

ADVANCED SYSTEM ADMINISTRATION

Enhanced Skills Certificate

FIRST SEMESTER	Credit Hours
ITSC 1316 Linux Installation and Configuration***	3
ITSC 2325 Advanced Linux***	3
ITNW 1313 Computer Virtualization***	3
ITNW 2370 Network Storage Technology***	3

Total Semester Hours—12

****Course is offered in 8-week terms only.*

COMPUTER INFORMATION SYSTEMS:

DESKTOP SUPPORT TECHNICIAN

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	Credit Hours
COSC 1301 Introduction to Computing	3
ITSC 1305 Introduction to PC Operating Systems***	3
ITMT 1371 Installing and Configuring Windows 7***	3
ITNW 1325 Fundamentals of Networking Technologies	..3
CPMT 1311 Introduction to Computer Maintenance	3

SECOND SEMESTER	
ITMT 1372 Enterprise Desktop Support Technician ***	3
ITMT 1373 Installing and Configuring Windows 8***	3
CPMT 1347 Computer System Peripherals	3
EECT 1300 Technical Customer Service	3
ITSC 2386 Internship-Computer and Information Sciences, General	3

Total Semester Hours—30

***Course is offered in 8-week terms only.

COMPUTER INFORMATION SYSTEMS:

WAN TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

COSC 1301 Introduction to Computing
ITSC 1305 Introduction to PC Operating Systems ITMT 1371 Installing and Configuring Windows 7 ITNW 1325 Fundamentals of Networking Technologies CPMT 1311 Introduction to Computer Maintenance ITMT 1372 Enterprise Desktop Support Technician ITMT 1373 Installing and Configuring Windows 8 CPMT 1347 Computer Systems Peripherals
EECT 1300 Technical Customer Service
ITCC 1301 Cisco Exploration 1-Network Fundamentals
ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts
ITCC 2308 Cisco Exploration 3-LAN Switching and Wireless
ITCC 2310 Cisco Exploration 4-Accessing the WAN
ITSY 1300 Fundamentals of Information Security
ITSC 2386 Internship-Computer and Information Sciences, General

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ITSC 1305 Introduction to PC Operating Systems***	3
ITMT 1371 Installing and Configuring Windows 7***	3
COSC 1301 Introduction to Computing	3
EDUC 1300 Learning Framework	**3**
ITNW 1325 Fundamentals of Networking Technologies	3
CPMT 1311 Introduction to Computer Maintenance	3
SECOND SEMESTER	
ITMT 1372 Enterprise Desktop Support Technician***	3
ITMT 1373 Installing and Configuring Windows 8***	3
EECT 1300 Technical Customer Service	3
CPMT 1347 Computer System Peripherals	3
SUMMER I	
ENGL 1301 Composition I	**3**
SPCH 1321 Business and Professional Communication	**3**
THIRD SEMESTER	
ITCC 1301 Cisco Exploration 1 - Network Fundamentals***	3
ITCC 1304 Cisco Exploration 2 - Routing Protocols and Concepts***	3
XXXX x3xx Language, Philosophy and Culture Core *OR* Creative Arts Core	**3**
MATH 1332 Contemporary Mathematics *OR* higher level mathematics course	**3**
FOURTH SEMESTER	
ITCC 2308 Cisco Exploration 3 - LAN Switching and Wireless***	3
ITCC 2310 Cisco Exploration 4 - Accessing the WAN***	3
ITSY 1300 Fundamentals of Information Security	3
ITSC 2386 Internship - Computer and Information Sciences,General**	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

**With department approval, students can substitute ITNW 2354.

***Course is offered in 8-week terms only.

COMPUTER INFORMATION SYSTEMS:

WAN TECHNOLOGY

Certificate of Proficiency

TSI Complete

FIRST SEMESTER		**Credit Hours**
ITSC 1305	Introduction to PC Operating Systems***	3
ITMT 1371	Installing and Configuring Windows 7 ***	3
ITNW 1325	Fundamentals of Networking Technologies	3
SECOND SEMESTER		
ITMT 1372	Enterprise Desktop Support Technician ***	3
ITMT 1373	Installing and Configuring Windows 8***	3
CPMT 1311	Introduction to Computer Maintenance	3
THIRD SEMESTER		
ITCC 1301	Cisco Exploration 1-Network Fundamentals***	3
ITCC 1304	Cisco Exploration 2- Routing Protocols and Concepts***	3
CPMT 1347	Computer Systems Peripherals	3
FOURTH SEMESTER		
ITCC 2308	Cisco Exploration 3-LAN Switching and Wireless***	3
ITCC 2310	Cicso Exploration 4-Accessing the WAN***	3
ITSC 2386	Internship-Computer and Information Sciences, General**	3

Total Semester Hours—36

**With department approval, students can substitute ITNW 2354.

***Course is offered in 8-week terms only.

COMPUTER SCIENCE

Computer Science, Associate of Science - Field of Study

Get the knowledge and expertise you need to shine with our associate of science degree in computer science. You will gain hands-on experience and learn both entry-level and advanced computer skills that will open a door of endless opportunities for you.

Learn a broad college curriculum that prepares you for work in a wide variety of computing professions, such as systems analyst, computer programmer, computer engineer and computer scientist. We will provide you the opportunity to learn a sound foundation in communications, problem-solving and other core competencies to become a well-rounded computing professional in one of the world's fastest growing industries.

Come earn your Computer Science Field of Study degree with us. It is guaranteed to transfer to a computer science bachelor's degree program at any public college or university in Texas.

COMPUTER SCIENCE

Associate of Science — Field of Study

TSI Complete

Field of Study Courses..... 16 credits

COSC 1336 Programming Fundamentals I
MATH 2413 Calculus I *(also counts as TJC core class)*
COSC 2325 Computer Organization
MATH 2414 Calculus II
PHYS 2425 University Physics I *(also counts as TJC core class)*
COSC 1337 Programming Fundamentals II
PHYS 2426 University Physics II *(also counts as TJC core class)*
COSC 2336 Programming Fundamentals III

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the field of study course requirement.

Field of Study Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER		**Credit Hours**
COSC 1336	Programming Fundamentals I	3
ENGL 1301	Composition I	3
MATH 2413	Calculus I	4
HIST 1301	United States History I	3
EDUC 1300	Learning Framework	3
SECOND SEMESTER		
COSC 2325	Computer Organization	3
ENGL x3xx	ENGL 1302 Composition II *OR* ENGL 2311	3
MATH 2414	Calculus II	4
PHYS 2425	University Physics I	4
HIST x3xx	HIST 1302 United States History II *OR* HIST 2301	3
THIRD SEMESTER		
COSC 1337	Programming Fundamentals II	3
GOVT 2305	Federal Government	3
PHYS 2426	University Physics II	4
XXXX x3xx	Social and Behavioral Sciences Core	3
FOURTH SEMESTER		
COSC 2336	Programming Fundamentals III	3
GOVT 2306	Texas Government	3
ENGL x3xx	ENGL 2332 World Literature *OR* ENGL 2333	3
SPCH x3xx	SPCH 1315 Public Speaking *OR* SPCH 1321	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60*.

Total Semester Hours—60

**ARTS 1301, DANC 2303, DRAM 1310 or MUSI 1306 is recommended in order to complete the TJC core curriculum, as well as the Field of Study curriculum.*

Notes:

1. *COSC 1336 and 1337 are preparatory and sequential in nature; however, not all courses are required for the computer science major at all universities, but may apply to general degree requirements*
   a. *COSC 1336 is not part of the computer science major requirements at the University of Texas at Austin, The University of Texas at Arlington, The University of Texas at Dallas, and Texas A&M University.*
   b. *COSC 1337 is not part of the computer science major requirements at The University of Texas at Austin. Preparatory courses such as COSC 1336 and 1337 will assist students needing additional background but do not apply toward the computer science major requirements.*
2. *COSC 2325 is not part of the computer science major requirements at the University of Texas at Austin or Texas A&M University, but may be applied to general degree requirements.*
3. *It is recommended that students complete the math sequence, physics sequence, and computer science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.*

CRIMINAL JUSTICE

Criminal Justice, Associate of Arts - Field of Study

Trained and educated law enforcement, correctional, probation and parole officers play important roles in serving and protecting citizens.

Our Associate of Art - Field of Study degree in Criminal Justice is designed for those wishing to major in criminal justice and later obtain their bachelor's degree. We provide you with a theoretical and practical understanding of the American Criminal Justice System by teaching the complex aspects of crime and criminal justice.

Our faculty members include former police officers, federal law enforcement officers, police chiefs, crime scene investigators, and homicide detectives; with a combined 200 years of real-world Criminal Justice experience! If you are looking for a career field that can both change your life and the lives of others, come join the TJC Criminal Justice program.

Criminal Justice, Law Enforcement Investigation, Associate of Applied Science

One of the growing interests today is the area of criminal investigations, especially as they are related to the field of crime scene or forensic investigations. The need for proper investigations and use of crime scene forensics is at an all time high.

The Associate of Applied Science in Law Enforcement Investigations is intended for those who wish to seek employment with a law enforcement agency upon graduation.

We instill in our students the sharp and instinctive skills needed to become a criminal investigator. More importantly, we incorporate specialized courses in the field of criminal investigations, including basic field work in crime scene processing. Our program's emphasis is to provide you the basic background skills needed to become a criminal investigator.

CRIMINAL JUSTICE

Associate of Arts — Field of Study

TSI Complete

Field of Study Courses..... 16 credits

CRIJ 1301 Introduction to Criminal Justice
CRIJ 1306 Court Systems and Practices
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 2313 Correctional Systems and Practices
CRIJ 2328 Police Systems and Practices
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Field of Study Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the field of study course requirement.

Field of Study Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
CRIJ 1301 Introduction to Criminal Justice	3
XXXX x4xx Life and Physical Sciences Core	4
HIST 1301 United States History I	3
EDUC 1300 Learning Frameworks	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II	3
XXXX x4xx Life and Physical Sciences Core	4
CRIJ 1306 Court Systems and Practices	3
CRIJ 1310 Fundamentals of Criminal Law	3
THIRD SEMESTER	
GOVT 2305 Federal Government	3
MATH 1314 College Algebra *OR* MATH 1332 *OR* MATH 1342	3
XXXX x3xx Language, Philosophy and Culture Core	3
XXXX x3xx Creative Arts Core	3
CRIJ 2328 Police Systems and Practices	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
SPCH 1315 Public Speaking *OR* SPCH 1321	3
XXXX x3xx Social and Behavioral Sciences Core	3
CRIJ 2313 Correctional Systems and Practices	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

All criminal justice majors transferring to a university to seek a baccalaureate degree in criminal justice should see an academic or faculty advisor as soon as possible to develop a degree plan. Students are strongly encouraged to check senior college degree requirements as well as work closely with their academic or faculty advisor at TJC and the university to which they plan to transfer. University requirements differ.

CRIMINAL JUSTICE:

LAW ENFORCEMENT INVESTIGATIONS

Associate of Applied Science

TSI Complete

Major Courses ..... 33 credits

CRIJ 1301 Introduction to Criminal Justice
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 2328 Police Systems and Practices
CRIJ 1306 Court Systems and Practices
CJSA 1308 Criminalistics I
CRIJ 2314 Criminal Investigation CJSA 2323 Criminalistics II
CRIJ 1307 Crime in America
CJSA 2332 Criminalistics III
CRIJ 2323 Legal Aspects of Law Enforcement
CJSA 1393 Special Topics in Criminal Justice Studies

General Education Requirements..... 27 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 33
General Education Requirements: 27
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition and Rhetoric	**3**
HIST 1301 History of the United States I	**3**
CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 2328 Police Systems and Practices	3
SECOND SEMESTER	
ENGL 2311 Technical Report Writing	**3**
SPCH 1321 Business and Professional Speaking	**3**
CRIJ 1306 Court Systems and Practices	3
CJSA 1308 Criminalistics I	3
CRIJ 2314 Criminal Investigation	3
THIRD SEMESTER	
GOVT 2305 Federal Government	**3**
MATH 1314 College Algebra *OR* **MATH 1332** *OR* **MATH 1342**	**3**
XXXX x3xx Language, Philosophy and Culture Core *OR* **XXXX x3xx Creative Arts Core**	**3**
CJSA 2323 Criminalistics II	3
CRIJ 1307 Crime in America	3
FOURTH SEMESTER	
GOVT 2306 American State Government	**3**
XXXX x3xx Social and Behavioral Sciences Core	**3**
CJSA 2332 Criminalistics III	3
CRIJ 2323 Legal Aspects of Law Enforcement	3
CJSA 1393 Special Topics in Criminal Justice Studies	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

DANCE

Dance, Associate of Art

Integrate your creativity and performance skills with an associate of art degree in dance. Our program offers pre-professional level training in a progressively graded program of ballet and other dance forms.

Our curriculum provides you with a comprehensive approach to learning dance by integrating the aesthetics, historical, critical, cultural and fundamental aspects of dance as an art form in conjunction with anatomical and kinesiological knowledge for injury prevention and recovery.

Come join our program for your technical training and performance experience while gathering an appreciation for one of the world's oldest art forms.

DANCE

Associate of Arts

TSI Complete

Major Courses ..... 16 credits

DANC 1341 Ballet I
DANC 1342 Ballet II
DANC 1145 Modern Dance I
DANC 1146 Modern Dance II
DANC 1147 Jazz Dance I
DANC 1148 Jazz Dance II
DANC 1110 Tap I
DANC 1112 Dance Practicum I
KINE 1101 Physical Fitness and Health Concepts
DRAM 1351 Acting I (for non-theater majors)

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
EDUC 1300 Learning Framework	3
HIST 1301 United States History I	3
DANC 1341 Ballet I	3
DANC 1145 Modern Dance I	1
MATH x3xx Mathematics Core	3
XXXX x4xx Life and Physical Sciences Core	4
SECOND SEMESTER	
ENGL 1301 Composition I	3
HIST 1302 United States History II *OR* HIST 2301	3
DANC 1342 Ballet II	3
DANC 1146 Modern Dance II	1
XXXX x4xx Life and Physical Sciences Core	4
THIRD SEMESTER	
GOVT 2305 Federal Government	3
ENGL 1302 Composition II *OR* ENGL 2311	3
DANC 1147 Jazz Dance I	1
DANC 1110 Tap I	1
DANC 1112 Dance Practicum I	1
DANC 2303 Dance Appreciation I*	3
XXXX x3xx Language, Philosophy and Cultural Core	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
SPCH 1315 Public Speaking *OR* SPCH 1321	3
DRAM 1351 Acting I (for non-theater majors)	3
DANC 1148 Jazz Dance II	1
KINE 1101 Physical Fitness and Health Concepts	1
XXXX x3xx Social and Behavioral Sciences Core	3

Total Semester Hours—60

**DANC 2303 recommended to fulfill Core Creative Arts credit*

DENTAL STUDIES

Dental Hygiene, Associate of Applied Science If you have a passion for the dental industry and are looking to serve the needs of patients and dentists in your community, we can help you put those aspirations to work. Dental hygienists are licensed oral health professionals who focus on preventing and treating oral diseases – both to protect teeth and gums, and also to protect the patient's total health.

Our state-of-the-art facilities, highly-trained faculty, small class sizes and community health presentations go above and beyond the best learning experience. We will guide you through the practical skills and proficient hands-on training that transfer directly into the workplace.

The AAS degree in dental hygiene can jumpstart your dental healthcare career.

Enrollment in this program is limited, and those applying for admission should submit application directly to the dental hygiene office. See the Selective Admissions requirements in the Admission section of this Catalog. This program is accredited by the American Dental Association Commission on Dental Accreditation.

Dental Hygiene, Bachelor of Science

Take the next step in your career by earning your Dental Hygiene Bachelor of Science degree from TJC. Our program integrates dental hygiene, public health, education, educational methodology, inter-professional collaboration and management skills with the completion of your general education core.

A bachelor's degree in dental hygiene offers multiple career opportunities in a variety of settings. In addition to treating patients directly, dental hygienists also work as educators, researchers, community project coordinators, and administrators.

In addition to advancing your dental hygienist skills, our program provides you the liberal arts foundation to pursue additional career opportunities in education, research, administration, clinician and public health. With state-of-the-art facilities and excellent, caring faculty we guide you through this next education step in your career.

Only graduates of accredited dental hygiene programs are eligible to complete the bachelor's degree in dental hygiene. Those interested in completing a BSDH should apply directly to the program coordinator.

Dental Hygiene, TWU Bachelor of Science

Program-to-Program Articulation with Tyler Junior College and Texas Woman's University. *Note this program will be sunsetted, effective August 2016.*

This curriculum is designed for students currently in the Dental Hygiene Program at Tyler Junior College (TJC) in pursuit of an Associate of Applied Science in Dental Hygiene who wish to simultaneously pursue a Bachelor of Science in Dental Hygiene from Texas Woman's University. These courses have been designed to blend with and enhance the AAS-DH curriculum and allow decreased time necessary to the BSDH degree.

Additional Requirements include that the Texas Core and TWU graduation requirements be completed prior to graduation. At least the following foundational courses must be completed prior to application to the BSDH program: anatomy, physiology, microbiology, English I, nutrition, statistics, and sociology. Biologic sciences must be completed within 5 years of application deadline.

Dental Assisting, Certificate of Proficiency

Our Dental Assisting certificate of proficiency program is a great first step in your career in dental healthcare. Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team.

Come join our expert faculty and learn in our state-of-the-art facilities the basic level patient care, administrative duties, and laboratory functions. We will also teach you how to assist a dentist engaged in performing general dentistry practices such as diagnostic, operative, preventive and other dental procedures.

The time to become a dental assistant is now! Employment is expected to grow 25 percent over the next few years, so job prospects are on the rise. Come start your career with us!

Enrollment in this program is limited, and those applying for admission must make application directly to the dental assisting program office. See the Special Admissions requirements in the Admission section of this Catalog.

DENTAL STUDIES:

DENTAL HYGIENE

Associate of Applied Science

TSI Complete

Major Courses ..... 34 credits
DHYG 1201 Orofacial Anatomy, Histology & Embryology
DHYG 1304 Dental Radiology
DHYG 1331 Preclinical Dental Hygiene
DHYG 1103 Preventive Dental HygieneI
DHYG 1215 Community Dentistry
DHYG 2201 Dental Hygiene Care I
DHYG 1260 Clinical Dental Hygienist
DHYG 2133 Preventive Dental Hygiene II
DHYG 1339 General and Oral Pathology
DHYG 1211 Periodontology
DHYG 1235 Pharmacology for the Dental Hygienist
DHYG 2231 Dental Hygiene Care II
DHYG 2360 Clinical Dental Hygienist
DHYG 1219 Dental Materials
DHYG 2153 Dental Hygiene Practice
DHYG 2362 Clinical Dental Hygienist

General Education Requirements..... 34 credits
Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 34
General Education Requirements: 34
Total Semester Hours: 68

Course Sequence:

PREREQUISITES **Credit Hours**
CHEM 1406 Fundamentals of Chemistry 4
BIOL 2401 Anatomy and Physiology I 4
BIOL 2402 Anatomy and Physiology II.....4
BIOL 2420 Microbiology for Non-Science Majors.....4

SUMMER I
DHYG 1201 Orofacial Anatomy, Histology & Embryology2

FIRST SEMESTER
DHYG 1304 Dental Radiology.....3
DHYG 1331 Preclinical Dental Hygiene.....3
DHYG 1103 Preventive Dental Hygiene I.....1
ENGL 1301 Composition I 3
BIOL 1322 Nutrition and Diet Therapy 3

SECOND SEMESTER
DHYG 1215 Community Dentistry 2
DHYG 2201 Dental Hygiene Care I.....2
DHYG 1260 Clinical Dental Hygienist 2
DHYG 2133 Preventive Dental Hygiene II 1
SOCI 1301 Introductory Sociology.....3

SUMMER I
DHYG 1339 General and Oral Pathology.....3

THIRD SEMESTER
DHYG 1211 Periodontology.....2
DHYG 1235 Pharmacology for the Dental Hygienist 2
DHYG 2231 Dental Hygiene Care II 2
DHYG 2360 Clinical Dental Hygienist 3
PHIL 2306 Introduction to Ethics.....3

FOURTH SEMESTER
DHYG 1219 Dental Materials.....2
DHYG 2153 Dental Hygiene Practice.....1
DHYG 2362 Clinical Dental Hygienist 3
PSYC 2301 General Psychology *OR*.....**3**
PSYC 2314
SPCH 1315 Public Speaking *OR*.....**3**
SPCH 1321

Total Semester Hours—68

Courses titled in **bold type** *represent general education requirements.*

Non-dental hygiene courses may be taken prior to placement in the dental hygiene program.

Special admission and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course.

Prerequisites:
- *The prerequisite science courses and BIOL1322 must be completed with a "C" or better within five years prior to enrollment in the program.*
- *At least two of the prerequisite sciences must be completed with a "C" or better prior to submitting application.*
- *BIOL 2401 and 2402 must be completed prior to Summer I of first year.*
- *All prerequisites listed above must be completed by the end of semester II.*

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** *received a "C" or better* **in any required DHYG course**, *the student may not progress until the deficiency has been removed.*

Graduates who successfully pass the Dental Hygiene National Board examination and regional and/or state licensing exams are eligible to apply for licensure in states where they plan to practice.

DENTAL STUDIES:

DENTAL HYGIENE

Bachelor of Science

TSI Complete

The bachelor of science in dental hygiene is contingent on completion of a Dental Hygiene AAS degree from a program accredited by the Commission on Dental Accreditation (CODA) and the possession of an active RDH license.

Major Courses ..... 30 credits

DHYG 3300 Cultural Competence in Oral Health Care
DHYG 3310 Advanced Dental Health Care Ethics
DHYG 3320 Dental Hygiene Educational Concepts
DHYG 3330 Evidence-Based Dental Hygiene Practice
DHYG 4300 Contemporary Issues in Dental Hygiene
DHYG 4310 Grant Writing Strategies for Oral Health Projects
DHYG 4220 Dental Hygiene Case Development
DHYG 4430 Dental Hygiene Practicum
DHYG 4350 Interprofessional Collaboration
DHYG 4360 Current Issues in Periodontics

Prescribed Electives..... 14 credits

BIOL 2402 Anatomy and Physiology II
BIOL 2420 Microbiology for Non-Science Majors
BIOL 1322 Nutrition and Diet Therapy
SOCI 1301 Introductory Sociology

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is requiredto take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the field of study course requirement.

Transferred DHYG AAS Credit Hours: 32
Major Courses: 30
Prescribed Electives: 14
TJC Core Curriculum: 44
Total Semester Hours: 120

One-year Course Sequence:

PRESCRIBED ELECTIVES **Credit Hours**
(usually included in AAS DH degree)

BIOL 2402 Anatomy and Physiology II....4
BIOL 2420 Microbiology for Non-Science Majors....4
BIOL 1322 Nutrition and Diet Therapy....3
SOCI 1301 Introductory Sociology....3

PREREQUISITES

DHYG credit hours transfered from any CODA accredited dental hygiene AAS program as a block....32

FIRST SEMESTER

DHYG 3300 Cultural Competence in Oral Health Care .. 3
DHYG 4310 Grant Writing Strategies for Oral Health Projects....3
DHYG 3320 Dental Hygiene Educational Concepts....3
DHYG 3330 Evidence-Based Dental Hygiene Practice .. 3

SECOND SEMESTER

DHYG 4300 Contemporary Issues in Dental Hygiene....3
DHYG 3310 Advanced Dental Health Care Ethics....3
DHYG 4220 Dental Hygiene Case Development....2
DHYG 4430 Dental Hygiene Practicum....4

SUMMER I

DHYG 4350 Interprofessional Collaboration....3
DHYG 4360 Current Issues in Periodontics....3

Total Semester Hours—120

Special admission and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course.

Have a cumulative GPA of at least 2.5 on a 4.0 scale.

Have graduated with an associate's degree from a dental hygiene program accredited by the Commission on Dental Accreditation.

Have active licensure as a dental hygienist.

Two-year Course Sequence:

PRESCRIBED ELECTIVES **Credit Hours**
(usually included in AAS DH degree)

BIOL 2402 Anatomy and Physiology II 4
BIOL 2420 Microbiology for Non-Science Majors 4
BIOL 1322 Nutrition and Diet Therapy 3
SOCI 1301 Introductory Sociology 3

PREREQUISITES **Credit Hours**
DHYG credit hours transferred from any 32
CODA accredited dental hygiene AAS program as a block

FIRST SEMESTER
DHYG 3300 Cultural Competence in Oral Health Care .. 3
DHYG 4310 Grant Writing Strategies for Oral Health Projects.....3

SECOND SEMESTER
DHYG 4300 Contemporary Issues in Dental Hygiene 3
DHYG 3310 Advanced Dental Health Care Ethics 3

SUMMER I
DHYG 4350 Interprofessional Collaboration 3
DHYG 4360 Current Issues in Periodontics.....3

THIRD SEMESTER
DHYG 3320 Dental Hygiene Educational Concepts 3
DHYG 3330 Evidence-Based Dental Hygiene Practice .. 3

FOURTH SEMESTER
DHYG 4220 Dental Hygiene Case Development 2
DHYG 4430 Dental Hygiene Practicum.....4

Total Semester Hours—120

Special admission and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course.

Have a cumulative GPA of at least 2.5 on a 4.0 scale.

Have graduated with an associate's degree from a dental hygiene program accredited by the Commission on Dental Accreditation.

Have active licensure as a dental hygienist.

DENTAL STUDIES:

DENTAL HYGIENE

TWU Bachelor of Science

Last registration will be August 2016. Program is sunsetting.

TSI Complete

FIRST YEAR

BIOL 2401 Anatomy and Physiology I
ENGL 1301 Composition I
HIST 1301 US History I
PSYC 2301 General Psychology *OR*
PSYC 2314 Lifespan Growth & Development
Select 1 Creative Arts Core course; page 46.
BIOL 2402 Anatomy and Physiology II
ENGL 1302 Composition II
HIST 1302 US History II
SOCI 1301 Culture & Self (MC/WS)
SPCH 1315 Public Speaking *OR*
SPCH 1321 Business & Professional Communication

SECOND YEAR

BIOL 2420 Microbiology
MATH 1342 Statistics
GOVT 2305 US Government
BIOL 1322 Nutrition & Diet Therapy
EDUC 1300 Learning Framework
CHEM 1406 Introductory Chemistry I - Allied Health Emphasis *OR*
CHEM 1411 General Chemistry I
Select 1 Language, Philosophy and Culture Core course; page 46.
GOVT 2306 Texas Government

SUMMER

DHYG 1201 Orofacial Anatomy, Histology & Embryology

THIRD YEAR

DHYG 1331 Preclinical Dental Hygiene
DHYG 1304 Dental Radiology
DHYG 1103 Preventive Dental Hygiene I
DH 3303 Process of Care I
DH 3311 Ethics for the Dental Hygienist
DHYG 1260 Clinical Dental Hygiene I
DHYG 2201 Contemporary Dental Hygiene Care I
DHYG 1215 Community Dentistry
DHYG 2133 Preventive Dental Hygiene II
DH 3502 Process of Care II
DH 3522 Oral Medicine I
DH 3523 Hard Tissue and Gingival Disease

SUMMER

DH 4713 Applied Dental Hygiene Research
DH 4723 General and Oral Pathology
(TJC sub for DHYG 1339 General & Oral Pathology)

FOURTH YEAR

DHYG 2360 Clinical Dental Hygiene II
DHYG 2231 Contemporary Dental Hygiene Care II
DHYG 1235 Pharmacology for the DentalHygienist
DH 4302 Process of Care III
DH 4322 Oral Medicine II
DH 4342 Periodontal Disease
(TJC sub for DHYG 1211 Periodontology)
DHYG 2362 Clinical Dental Hygiene III
DHYG 2153 Dental Hygiene Practice
DHYG 1219 Dental Materials
DH 4501 Process of Care IV
DH 4513 Alternative Dental Hygiene Practice
DH 4533 Global Oral Health

Total Hours for bachelor's degree—120

Classes listed in **bold** are TWU courses.

Total hours transferred from TJC—90

Total hours at TWU—30

DENTAL STUDIES:

DENTAL ASSISTING

Certificate

TSI Exempt

FIRST SEMESTER

DNTA 1311	Dental Science	3
DNTA 1301	Dental Materials	3
DNTA 1315	Chairside Assisting	3
DNTA 1113	Emergency Management	1
DNTA 1353	Dental Assisting Applications	3
DNTA 1305	Dental Radiology	3

SECOND SEMESTER

DNTA 1349	Dental Radiology in the Clinic	3
DNTA 1245	Preventive Dentistry	2
DNTA 2250	Advanced Dental Assisting Applications	2
DNTA 1341	Dental Laboratory Procedures	3
DNTA 1266	Practicum (or Field Experience) - Dental Assisting/ Assistant	2
DNTA 1347	Advanced Dental Science	3

SUMMER I

DNTA 2130	Seminar for the Dental Assistant	1
DNTA 1251	Dental Office Management	2
DNTA 2166	Practicum (or Field Experience) - Dental Assisting/ Assistant	1

Total Semester Hours—35

The program in dental assisting is accredited by the Commission on Dental Accreditation without reporting requirements, pending final approval in August 2016. The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: http://www. ada.org/en/coda

DIAGNOSTIC MEDICAL SONOGRAPHY

Diagnostic Medical Sonography, Associate of Applied Science

Our sixteen-month Associate of Applied Science (AAS) degree is designed to prepare skilled professionals to perform diagnostic examinations, as requested by a physician, using high-frequency sound waves to visualize soft tissue structures. Sonographers work in hospitals, clinics, and doctors' offices.

After successful completion of the prerequisites, you will be eligible to apply and compete with other applicants for acceptance into the program. Enrollment is limited. Students who complete the sixteen-month curriculum will be awarded an Associate of Applied Science degree.

Students who successfully complete the curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) examination in general physics, abdominal, and OB/GYN sonography. The sixteen-month general sonography portion of the program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). For additional information, see the Selective Admission section of this Catalog.

Vascular Technology, Enhanced Skills Certificate

Vascular technologists specialize in imaging blood vessels. Our Vascular Technology enhanced skills certificate is designed for graduates of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited school in diagnostic medical sonography or credentialed Diagnostic Medical Sonographers.

Our program will be available each spring and provides an additional four months of formal instruction. Admittance preference is given to those currently enrolled in our Diagnostic Medical Sonography AAS.

We strongly recommended that you complete both the Associate of Applied Science degree portion of the program and the Advanced Certificate option of the program for the best success with your career. .

Graduates from our program are eligible to apply for admission to sit for the registry examinations in Vascular Technology as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate of Applied Science

TSI Complete

Major Courses ..... 43 credits

DMSO 1441 Abdominopelvic Sonography
DMSO 1302 Basic Ultrasound Physics
DMSO 1210 Introduction to Sonography
DMSO 1266 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician
DMSO 1342 Intermediate Ultrasound Physics
DMSO 2405 Sonography of Obstetrics/Gynecology
DMSO 1267 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician
DMSO 2342 Sonography of High Risk Obstetrics DMSO 2441 Sonography of Abdominopelvic Pathology DMSO 2343 Advanced Ultrasound Physics
DMSO 2266 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician
DMSO 2345 Advanced Sonography Practices
DMSO 2353 Sonography of Superficial Structures
DMSO 2230 Advanced Ultrasound and Review
DMSO 2367 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

General Education Requirements..... 20 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 43
General Education Requirements: 20
Total Semester Hours: 63

Recommended Course Sequence:

PREREQUISITES		**Credit Hours**
BIOL 2404	**Anatomy and Physiology**	**4**
PHYS 1405	**Elementary Physics**	**4**
MATH 1314	**College Algebra**	**3**
ENGL 1301	**Composition I**	**3**

NOTE: All prerequisites must be completed by the end of the spring semester prior to admittance into the DMS program.

FIRST SEMESTER		
DMSO 1441	Abdominopelvic Sonography	4
DMSO 1302	Basic Ultrasound Physics	3
DMSO 1210	Introduction to Sonography	2
DMSO 1266	Practicum (or Field Experience) - Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician	2
HUMA 1301	**Introduction to Humanities I** *OR* **PHIL 2306**	**3**

SECOND SEMESTER		
DMSO 1342	Intermediate Ultrasound Physics	3
DMSO 2405	Sonography of Obstetrics/Gynecology	4
DMSO 1267	Practicum (or Field Experience) - Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician	2
DMSO 2342	Sonography of High Risk Obstetrics	3

SUMMER I		
DMSO 2441	Sonography of Abdominopelvic Pathology	4
DMSO 2343	Advanced Ultrasound Physics	3
DMSO 2266	Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	2

THIRD SEMESTER		
DMSO 2345	Advanced Sonography Practices	3
DMSO 2353	Sonography of Superficial Structures	3
DMSO 2230	Advanced Ultrasound and Review	2
DMSO 2367	Practicum (or Field Experience) - Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician	3
PSYC 2301	**General Psychology** *OR* **PSYC 2314**	**3**

Total Semester Hours—63

Courses titled in **bold type** represent general education courses.

Selective Admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "C" or better for completion of degree. Contact the department chair for details.

All required and prerequisite courses must be completed with a grade of "C" or better. In addition, all anatomy and physiology classes must have been taken within the last five years. A minimum grade of 75% is required in all diagnostic medical sonography courses (DMSO). The student who does not earn the minimum score may not be allowed to progress in the program.

Graduates are eligible to apply for admission to sit for the registry examinations in Abdomen, Obstetrics and Physics as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

DIAGNOSTIC MEDICAL SONOGRAPHY:

VASCULAR TECHNOLOGY

Enhanced Skills Certificate*

FIRST SEMESTER	**Credit Hours**
DSVT 2200 Vascular Technology Applications	2
DSVT 1103 Introduction to Vascular Technology	1
DSVT 1264 Practicum I	2
DSVT 1191 Special Topics in DMS Technician	1
DSVT 2335 Advanced Vascular Technology	3

Total Semester Hours—9

**This option is available each spring term only.*

Graduates are eligible to apply for admission to sit for the registry examinations in Vascular Technology as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

ECONOMICS

Economics, Associate of Arts

Economics is more than just production and money; it is about making choices. We will teach you how to make intelligent, efficient choices that will be beneficial to your future. Our goal is to prepare you both academically and personally to meet the challenges you may encounter in a globally competitive society.

If you are interested in how the economy works, our program offers an Associate of Arts in Economics which will prepare you to continue your education at any four-year college or university.

ECONOMICS

Associate of Arts

TSI Complete

Major Courses$^{\Delta}$..... 16 credits

ECON 2302 Principles of Microeconomics
GEOG 1303 World Regional Geography
MATH 1324*Mathematics for Business & Social Sciences
OR
MATH 1325* Calculus for Business & Social Sciences *OR*
MATH 1342* Elementary Statistical Methods

Select 2:
HIST 2312 Western Civilization I *OR*
HUMA 1301 Introduction to the Humanities I *OR*
HUMA 1302 Introduction to the Humanities II *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*
SOCI 1301 Introductory Sociology *OR*
COMM 1307 Introduction to Mass Communication

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
HIST 1301 US History I	3
ECON 2301 Principles of Macroeconomics	3
XXXX x4xx Life and Physical Sciences Core	4
EDUC 1300 Learning Framework	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 US History II	3
ECON 2302 Principles of Microeconomics	3
MATH 1314 College Algebra	3
XXXX x4xx Life and Physical Sciences Core	4
THIRD SEMESTER	
GOVT 2305 Federal Government	3
SPCH 1315 Public Speaking *OR* SPCH 1321	3
GEOG 1303 World Regional Geography	3
MATH 1324 Mathematics for Business and Social Sciences *OR* MATH 1342 *OR* MATH 1325	3
XXXX x3xx Majors Course Selection	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
XXXX x3xx Creative Arts Core	3
XXXX x3xx Language, Philosophy and Culture Core	3
XXXX x3xx Majors Course Selection	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

$^{\Delta}$Classes chosen in major must be different from courses used for Core requirements.

** Indicates suggested/recommended courses. Economics majors who intend to work in business should take Mathematics for Business. Economics majors who intend to become economist should take Elementary Statistical Methods.*

EDUCATION

Education EC-6/4-8 Grade Levels; EC-12 Special Education, Associate of Arts in Teaching

Our Teacher Education program prepares you for a meaningful career in the field of education and provides you with the first two years of a four-year degree leading to teacher certification at the EC–6 and 4–8 grade levels, as well as EC–12 Special Education.

The Associate of Arts in Teaching (AAT) is a specialized academic associate degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification.

We are here to help you develop the tools you will need to become effective and caring educators in our society.

EDUCATION:

EDUCATION EC-6/4-8 GRADE LEVELS; EC-12 SPECIAL EDUCATION

Associate of Arts in Teaching

TSI Complete

Major Courses ..... 16 credits

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
XXXX x4xx Life or Physical Sciences Elective MATH 1350 Mathematics for Teachers I (Fundamentals of Mathematics I)
MATH 1351 Mathematics for Teachers II (Fundamentals of Mathematics II)

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER

ENGL 1301 Composition I 3
HIST 1301 United States History I 3
EDUC 1300 Learning Framework 3
MATH 1314 College Algebra 3
EDUC 1301 Introduction to Teaching 3

SECOND SEMESTER

ENGL 1302 Composition II 3
HIST 2301 Texas History 3
BIOL x4xx Life and Physical Sciences Core 4
EDUC 2301 Introduction to Special Populations 3
MATH 1350 Mathematics for Teachers I 3

THIRD SEMESTER

GOVT 2305 Federal Government 3
MATH 1351 Mathematics for Teachers II 3
ENGL 2332 World Literature I 3
ARTS 1301 Art Appreciation 3
PHYS x4xx Life and Physical Sciences Core 4

FOURTH SEMESTER

GOVT 2306 Texas Government 3
SPCH 1315 Public Speaking 3
GEOG 1303 World Regional Geography 3
XXXX x4xx Life or Physical Sciences Elective 4

Total Semester Hours—60

NOTE: To be eligible to participate in the program, students must successfully complete a criminal background check.

NOTE: This program requires a field based experience. Students are responsible for transportation.

ELECTRICAL/ELECTRONIC CONTROLS TECHNOLOGY

Electrical/Electronic Controls Technology, Associate of Applied Science

If you're looking for an exciting, electrifying opportunity, then the Electrical/Electronic Controls degree at TJC is your best bet. Learn about an exhilarating industry through concentrated classroom instruction and hands-on laboratory work.

In our associate program you will learn the fundamentals of electronics and the technical and safety aspects of electricity and controls needed for you to work in related industrial and commercial industries, or continue on your educational path. Come learn the latest industry standards at TJC's new, state-of-the art Energy Center.

Electrical/Electronic Controls Technology, Certificate of Proficiency

Our certificate program in Electrical/Electronic Controls trains you for entry-level employment in an exhilarating electronics industry through concentrated classroom instruction and hands-on laboratory work in half the time and at a minimal cost.

Come learn the latest industry standards in fundamental electronics, as well as the technical and safety aspects of electricity at TJC's new, state-of-the-art Energy Center.

ELECTRICAL/ELECTRONIC CONTROLS TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 42 credits

TECM 1303 Technical Calculations
IEIR 1302 Introduction to Direct Current Circuits CETT 1321 Electronic Fabrication
ELPT 1325 National Electrical Code I
IEIR 1304 Alternating Current Circuits for Industrial Applications
CETT 1325 Digital Fundamentals
ELMT 1380 Cooperative Education - Electromechanical Technology/Electromechanical Engineering Technology* *OR*
WLDG 1307 Introduction to Welding
ELPT 2305 Motors and Transformers
INCR 1302 Physics of Instrumentation INTC 1341 Principles of Automatic Control
ELPT 2319 Programmable Logic Controllers I
ELPT 1345 Commercial Wiring
ELPT 2347 Electrical Testing and Maintenance
DFTG 1325 Blueprint Reading and Sketching

General Education Requirements..... 18 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 42
General Education Requirements: 18
Total Semester Hours: 60

Course Sequence:

FIRST SEMESTER **Credit Hours**

TECM 1303 Technical Calculations 3
IEIR 1302 Introduction to Direct Current Circuits 3
CETT 1321 Electronic Fabrication.....3
ECON 2301 Principles of Macroeconomics *OR*.....3
GOVT 2305 *OR*
GOVT 2306 *OR*
PSYC 2301 *OR*
SOCI 1301
ENGL 1301 Composition I 3

SECOND SEMESTER

ELPT 1325 National Electrical Code I 3
IEIR 1304 Alternating Current Circuits for Industrial Applications 3
CETT 1325 Digital Fundamentals.....3
ENGL 2311 Technical & Business Writing.....3

SUMMER I

ELMT 1380 Cooperative Education - Electromechanical Technology/Electromechanical Engineering Technology* *OR* . 3
WLDG 1307

THIRD SEMESTER

ELPT 2305 Motors and Transformers.....3
INCR 1302 Physics of Instrumentation.....3
INTC 1341 Principles of Automatic Control.....3
ELPT 2319 Programmable Logic Controllers I 3
MATH 1314 College Algebra 3

FOURTH SEMESTER

ELPT 1345 Commercial Wiring.....3
ELPT 2347 Electrical Testing and Maintenance 3
DFTG 1325 Blueprint Reading and Sketching 3
SPCH 1321 Business & Professional Communication....3
PHIL 2306 Introduction to Ethics.....3

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

**ELMT 1380 is the preferred course.*

NOTE: Applicants must meet the admission requirements for TJC and achieve minimum scores on the TSI assessments in reading, writing, and math, and on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend electrical/electronic controls orientation.

ELECTRICAL/ELECTRONIC CONTROLS TECHNOLOGY

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER

TECM 1303 Technical Calculations 3
IEIR 1302 Introduction to Direct Current Circuits 3
CETT 1321 Electronic Fabrication 3

SECOND SEMESTER

ELPT 1325 National Electrical Code I 3
IEIR 1304 Alternating Current Circuits for Industrial Applications 3
CETT 1325 Digital Fundamentals.....3

Total Semester Hours—18

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. However, the passage of the Bennett test cannot exclude a student from enrollment in a Level 1 (CERT1) program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend electrical/electronic controls orientation.

EMERGENCY MEDICAL SERVICE PROFESSIONS

Emergency Medical Service Professions, Associate of Applied Science

Our fast-paced Emergency Medical Services program will train you to provide lifesaving care to the sick and injured on the scene and during emergency transport.

The AAS in our EMSP program provides a close-knit community of hardworking healthcare professionals guiding you towards a fulfilling career in emergency medical care. You will be trained to respond to and assess, treat and transport victims of sudden illness or injury.

Upon successful completion of the EMSP program, you can apply for certification as an emergency medical technician.

Emergency Medical Service Professions, Paramedic Option, Certificate of Proficiency

Join our 18-month paramedic option certificate and further your skills in the Emergency Medical Service Profession.

Building on your current skills to provide lifesaving care to the sick and injured on the scene and during emergency transport, you will also learn how to recognize and provide more advanced treatments for cardiac and respiratory distress, altered mental status and allergic reactions as well as various types of traumatic injuries.

See the Selective Admissions requirements in the Admission section of this Catalog.

EMERGENCY MEDICAL SERVICE PROFESSIONS

Associate of Applied Science

TSI Complete

Major Courses ..... 42 credits

EMSP 1501 Emergency Medical Technician
EMSP 1166 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 1338 Introduction to Advanced Practice
EMSP 1356 Patient Assessment and Airway Management

EMSP 1355 Trauma Management
EMSP 2306 Emergency Pharmacology
EMSP 1167 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2444 Cardiology
EMSP 2434 Medical Emergencies
EMSP 2330 Special Populations
EMSP 1266 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2305 EMS Operations
EMSP 2243 Assessment Based Management
EMSP 2266 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)
HITT 1305 Medical Terminology I

General Education Requirements..... 18 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 42
General Education Requirements: 18
Total Semester Hours: 60

Course Sequence:

PREREQUISITE **Credit Hours**

EMSP 1501 Emergency Medical Technician.....5
EMSP 1166 Practicum (or Field Experience) Emergency Medical Technology/Technician (EMT Paramedic) *OR* Currently certified/registered as an Emergency Medical Technician 1

FIRST SEMESTER*

EMSP 1338 Introduction to Advanced Practice.....3
EMSP 1356 Patient Assessment and Airway Management.....3
EMSP 1355 Trauma Management.....3
EMSP 2306 Emergency Pharmacology.....3
EMSP 1167 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic).....1

SECOND SEMESTER

EMSP 2444 Cardiology.....4
EMSP 2434 Medical Emergencies.....4
EMSP 2330 Special Populations.....3
EMSP 1266 Practicum (or Field Experience) Emergency Medical Technology/Technician (EMT Paramedic).....2

SUMMER 1

EMSP 2305 EMS Operations.....3
EMSP 2243 Assessment Based Management.....2
EMSP 2266 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic).....2

THIRD SEMESTER

BIOL 2401 Anatomy & Physiology I.....4**
HITT 1305 Medical Terminology I.....3
PSYC 2314 Lifespan Growth & Development.....3
ENGL 1301 Composition I.....3

FOURTH SEMESTER

BIOL 2402 Anatomy & Physiology II.....4
HUMA 1301 Introduction to Humanities I *OR*.....3**
PHIL 1301
PHIL 2306
MUSI 1306
KINE 1104 Athletics Conditioning.....1

Total Semester Hours—60

Courses titled in **bold type** *represent general education core courses and may be taken prior to acceptance into EMSP program.*

**EMS Certification as an EMT-Basic is required 30 days after the beginning of Semester I. Failure to do so will result in expulsion from the program.*

***BIOL 2404 is recommended as preparation for BIOL 2401 for students who do not have a strong background in biology; but BIOL 2404 will not substitute for BIOL 2401.*

The student will be eligible to apply for certification as an emergency medical technician. Rules governing levels of certifications are constantly being revised by the Texas State Department of Health Services, National Registry of EMT's; therefore, offerings are subject to change as required by law. Always consult an advisor or the director of the EMSP program prior to enrollment.

The Tyler Junior College EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, 214-703-8445, FAX 214-703-8992, www.coaemsp.org

EMERGENCY MEDICAL SERVICE PROFESSIONS:

PARAMEDIC OPTION

Certificate of Proficiency

PREREQUISITE		Credit Hours
EMSP 1501	Emergency Medical Technician	5
EMSP 1166	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic) *OR* Currently certified/registered as an Emergency Medical Technician	1

FIRST SEMESTER*		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 2306	Emergency Pharmacology	3
EMSP 1167	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	1

SECOND SEMESTER		
EMSP 2444	Cardiology	4
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 1266	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	2

THIRD SEMESTER		
EMSP 2305	EMS Operations	3
EMSP 2243	Assessment Based Management	2
EMSP 2266	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	2

Total Semester Hours—39

After successfully completing these courses, students are eligible to apply to take the National Registry of EMT's examination for certification as an Emergency Medical Technician Paramedic.

**EMS Certification as an EMT-Basic is required 30 days after the beginning of Semester I. Failure to do so will result in expulsion from the program.*

Note: *Special admission and retention rules apply to all portions of the emergency medical service professions program. See department chair/or department coordinator for details. Admission to the program is selective and prior acceptance to the program is required before enrollment.*

The Tyler Junior College EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, 214-703-8445, FAX 214-703-8992, www.coaemsp.org

ENGINEERING

Engineering, Associate of Science

Engineers are some of the world's greatest problem solvers and this is why we take pride in our engineering program and its students. The perfect career for those with an inquisitive mind, our program boasts an advanced, engaging curriculum with an intense hands-on training approach so that you get the most out of your education at TJC.

We offer you a degree meeting the needs of the first two years of a four- or five-year engineering degree program. Join our program and start your in-depth look at one of the most significant industries of modern society.

ENGINEERING

Associate of Science

TSI Complete

Major Courses[4] **..... 27 credits**

ENGR 1201 Introduction to Engineering
CHEM 1411 General Chemistry
MATH 2414 Calculus II
MATH 2415 Calculus III
MATH 2320 Differential Equations
Select 10 hours minimum *(based upon chosen emphasis):*
ENGR 1304 Engineering Graphics *OR*
ENGR 2301 Engineering Mechanics I - Statics *OR*
ENGR 2302 Engineering Mechanics - Dynamics *OR*
ENGR 2304 Programming for Engineers *OR*
ENGR 2305 Electrical Circuits I *&*
ENGR 2105 Electrical Circuits I Laboratory *OR*
CHEM 1412 General Chemistry II *OR*
CHEM 2423 Organic Chemistry I *OR*
CHEM 2425 Organic Chemistry II *OR*
COSC 1336 Programming Fundamentals I

TJC Core Curriculum ..... 33 credits

In addition to the Major Courses, the student is required to take 33 credit hours from the TJC Core Curriculum listed on page 50. Under the Texas Voluntary Compacts for Engineering, the student may complete the balance of the Core Curriculum at the transfer baccalaureate institution.

Major Courses: 27
TJC Core Curriculum: 33
Total Semester Hours: 60

Chemical Engineering Recommended Course Sequence:

FIRST SEMESTER

ENGL 1301 Composition I 3
MATH 2413 Calculus I 4
CHEM 1411 General Chemistry I 4
ENGR 1201 Introduction to Engineering 2
ENGR 1304 Engineering Graphics 3

SECOND SEMESTER

MATH 2414 Calculus II 4
PHYS 2425 University Physics I 4
HIST 1301 United States History I 3
EDUC 1300 Learning Framework 3
CHEM 1412 General Chemistry II 4

THIRD SEMESTER

ENGL 2311 Technical & Business Writing 3
PHYS 2426 University Physics II 4
MATH 2415 Calculus III 4
CHEM 2423 Organic Chemistry I 4

FOURTH SEMESTER

MATH 2320 Differential Equations 3
SPCH 1315 Public Speaking 3
HIST 1302 US History II 3
ECON 2301 Principles of Macroeconomics 3
CHEM 2425 Organic Chemistry II 4

Total Semester Hours—65

Δ Classes chosen in major must be different from courses used for Core requirements.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

The selection of Engineering Electives depends on the student's engineering discipline and requirement of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institutions as soon as possible. The guidelines shown below satisfy Tyler Junior College's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/Physical Sciences Department Chair depending on the requirements of the transfer institution. The guidelines for engineering electives:

1. *Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304 and ENGR 2305/2105.*
2. *Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.*
3. *Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1336.*
4. *Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.*

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

For more information, contact: Department Chair, Engineering/Physical Sciences, G-207 / 903-510-2887.

Civil Engineering Recommended Course Sequence:

FIRST SEMESTER

ENGL 1301 Composition I 3
MATH 2413 Calculus I 4
CHEM 1411 General Chemistry I 4
ENGR 1201 Intro to Engineering 2
ENGR 1304 Engineering Graphics 3

SECOND SEMESTER

ENGL 2311 Technical & Business Writing 3
MATH 2414 Calculus II 4
PHYS 2425 University Physics I 4
HIST 1301 United States History I 3
EDUC 1300 Learning Framework 3

THIRD SEMESTER

ECON 2301 Principles of Macroeconomics 3
PHYS 2426 University Physics II 4
MATH 2415 Calculus III 4
ENGR 2301 Engineering Mechanics I – Statics 3

FOURTH SEMESTER

ENGR 2302 Engineering Mechanics II – Dynamics 3
MATH 2320 Differential Equations 3
SPCH 1315 Public Speaking 3
HIST 1302 US History II 3
ENGR x3xx Engineering Elective 3

Total Semester Hours—62

Δ Classes chosen in major must be different from courses used for Core requirements.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

The selection of Engineering Electives depends on the student's engineering discipline and requirement of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institutions as soon as possible. The guidelines shown below satisfy Tyler Junior College's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/Physical Sciences Department Chair depending on the requirements of the transfer institution. The guidelines for engineering electives:

1. *Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304 and ENGR 2305/2105.*
2. *Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.*
3. *Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1336.*
4. *Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.*

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

For more information, contact: Department Chair, Engineering/Physical Sciences, G-207 / 903-510-2887.

Electrical Engineering
Recommended Course Sequence:

FIRST SEMESTER

ENGL 1301 Composition I 3
MATH 2413 Calculus I 4
CHEM 1411 General Chemistry I 4
ENGR 1201 Intro to Engineering 2

SECOND SEMESTER

ENGL 2311 Technical & Business Writing 3
MATH 2414 Calculus II 4
PHYS 2425 University Physics I 4
HIST 1301 United States History I 3
EDUC 1300 Learning Framework 3

THIRD SEMESTER

ECON 2301 Principles of Macroeconomics 3
ENGR 2304 Programing for Engineers 3
PHYS 2426 University Physics II 4
MATH 2415 Calculus III 4

FOURTH SEMESTER

ENGR 2305 Electrical Circuits I 3
ENGR 2105 Electrical Circuits I Laboratory 1
MATH 2320 Differential Equations 3
SPCH 1315 Public Speaking 3
HIST 1302 US History II 3
COSC 1336 Programming Fundamentals 3

Total Semester Hours—60

Classes chosen in major must be different from courses used for Core requirements.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

The selection of Engineering Electives depends on the student's engineering discipline and requirement of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institutions as soon as possible. The guidelines shown below satisfy Tyler Junior College's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/Physical Sciences Department Chair depending on the requirements of the transfer institution. The guidelines for engineering electives:

1. *Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304 and ENGR 2305/2105.*
2. *Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.*
3. *Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1336.*
4. *Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.*

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

*For more information, contact: Department Chair, Engineering/Physical Sciences, G-207 / 903-510- 2887.**

Mechanical Engineering
Recommended Course Sequence:

FIRST SEMESTER

ENGL 1301 Composition I 3
MATH 2413 Calculus I 4
CHEM 1411 General Chemistry I 4
ENGR 1201 Intro to Engineering 2
ENGR 1304 Engineering Graphics 3

SECOND SEMESTER

ENGL 2311 Technical & Business Writing 3
MATH 2414 Calculus II 4
PHYS 2425 University Physics I 4
HIST 1301 United States History I 3
EDUC 1300 Learning Framework 3

THIRD SEMESTER

ECON 2301 Principles of Macroeconomics 3
PHYS 2426 University Physics II 4
MATH 2415 Calculus III 4
ENGR 2301 Engineering Mechanics I – Statics 3

FOURTH SEMESTER

ENGR 2302 Engineering Mechanics II – Dynamics 3
MATH 2320 Differential Equations 3
SPCH 1315 Public Speaking 3
HIST 1302 US History II 3
ENGR x3xx Engineering Elective 3

Total Semester Hours—62

Classes chosen in major must be different from courses used for Core requirements.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

The selection of Engineering Electives depends on the student's engineering discipline and requirement of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institutions as soon as possible. The guidelines shown below satisfy Tyler Junior College's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/Physical Sciences Department Chair depending on the requirements of the transfer institution. The guidelines for engineering electives:

1. *Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304 and ENGR 2305/2105.*
2. *Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.*
3. *Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1336.*
4. *Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.*

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

For more information, contact: Department Chair, Engineering/Physical Sciences, G-207 / 903-510-2887.

ENGINEERING DESIGN TECHNOLOGY

Engineering Design Technology, Associate of Applied Science

The TJC Engineering Design Technology program is where you can translate your ideas into reality and gain well-rounded knowledge in a highly-skilled and technical industry. Designers work with engineers to provide visual guidelines and technical details of machines, buildings, civil structures and more.

Highly skilled faculty guide you through studies in architectural, machine, pipe, civil and structural design.

Our program delivers a strong academic and technical base, giving you the tools and knowledge you will need for immediate employment and laying the groundwork for professional growth.

Engineering Design Technology: Process Piping Design, Associate of Applied Science

To construct an industrial complex thousands of piping drawings are needed. These provide detailed information to the craftsmen who will construct the facility.

We offer you an associate's degree in Process Piping Design where you will work with engineers in the design and layout of petroleum, chemical and food processing plants. Additionally, you will receive the technical training necessary for choosing a drafting/design career in the fields of architecture, construction, manufacturing and engineering.

Join us and graduate with a strong academic and technical base, as well as the tools and knowledge you'll need for employment and academic growth.

Engineering Design Technology: Computer Aided Drafting, Certificate of Proficiency

Do you have a keen eye for detail and penchant for drawing, but love to solve problems too? Computer Aided Drafting could be the perfect fit for you. As technology continues to advance, employers will look for designers with a strong background in fundamental design principles, a higher level of technical sophistication and an ability to apply their knowledge to a broader range of responsibilities.

In our certificate program you'll learn how to prepare technical drawings used to build everything from manufactured products to structures such as houses, office buildings and oil pipelines. We offer you the strong academic and technical background you'll need to work and advance in this industry.

ENGINEERING DESIGN TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 41 credits

DFTG 2440 Solid Modeling/Design
TECM 1303 Technical Calculations
ITSC 1309 Integrated Software Applications I
DFTG 1409 Basic Computer-Aided Drafting
DFTG 2450 Geometric Dimensioning and Tolerancing
DFTG 1405 Technical Drafting
DFTG 1417 Architectural Drafting - Residential
DFTG 2300 Intermediate Architectural Drafting - Residential
DFTG 2302 Machine Drafting
DFTG 2321 Topographical Drafting
DFTG 2330 Civil Drafting OR
DFTG 1358 Electrical/Electronics Drafting
DFTG 2306 Machine Design

General Education Requirements..... 19 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 41
General Education Requirements: 19
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
DFTG 2440 Solid Modeling/Design	4
TECM 1303 Technical Calculations	3
EDUC 1300 Learning Framework	**3**
ITSC 1309 Integrated Software Applications I	3
DFTG 1409 Basic Computer-Aided Drafting	4

SECOND SEMESTER	
DFTG 2450 Geometric Dimensioning and Tolerancing	4
DFTG 1405 Technical Drafting	4
DFTG 1417 Architectural Drafting - Residential	4
ENGL 1301 Composition I	**3**

THIRD SEMESTER	
DFTG 2300 Intermediate Architectural Drafting - Residential	3
PHYS 1405 Elementary Physics I	**4**
DFTG 2302 Machine Drafting	3
DFTG 2321 Topographical Drafting	3
XXXX x3xx Language, Philosophy and Culture Core	**3**
Creative Arts Core	

FOURTH SEMESTER	
DFTG 2330 Civil Drafting *OR* DFTG 1358	3
DFTG 2306 Machine Design	3
ENGL 2311 Technical and Business Writing	**3**
SPCH 1321 Business and Professional Communication	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

ENGINEERING DESIGN TECHNOLOGY:

PROCESS PIPING DESIGN

Associate of Applied Science

TSI Complete

Major Courses ..... 41 credits

DFTG 1409 Basic Computer-Aided Drafting
DFTG 2440 Solid Modeling/Design
DFTG 1471 Process Piping Design I
ITSC 1309 Integrated Software Applications I
DFTG 1405 Technical Drafting
DFTG 1358 Electrical/Electronics Drafting
DFTG 1472 Process Piping Design II
TECM 1303 Technical Calculations
DFTG 2470 Process Piping Design III
DFTG 2471 Process Piping Design IV
ARCE 1452 Structural Drafting

General Education Requirements..... 19 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 41
General Education Requirements: 19
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
DFTG 1409 Basic Computer-Aided Drafting	4
DFTG 2440 Solid Modeling/Design	4
DFTG 1471 Process Piping Design I	4
ITSC 1309 Integrated Software Applications I	3
EDUC 1300 Learning Framework	**3**
SECOND SEMESTER	
DFTG 1405 Technical Drafting	4
DFTG 1358 Electrical/Electronics Drafting	3
DFTG 1472 Process Piping Design II	4
TECM 1303 Technical Calculations	3
THIRD SEMESTER	
DFTG 2470 Process Piping Design III	4
ENGL 1301 Composition I	**3**
SPCH 1321 Business & Professional Communication ...	**3**
PHYS 1405 Elementary Physics I	**4**
FOURTH SEMESTER	
DFTG 2471 Process Piping Design IV	4
ARCE 1452 Structural Drafting	4
ENGL 2311 Technical and Business Writing	**3**
XXXX x3xx Language, Philosophy and Culture Core *OR* **Creative Arts Core**	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

ENGINEERING DESIGN TECHNOLOGY:

COMPUTER-AIDED DRAFTING

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	**Credit Hours**
ITSC 1309 Integrated Software Applications	3
DFTG 2440 Solid Modeling/Design	4
DFTG 1409 Basic Computer-Aided Drafting	4
TECM 1303 Technical Calculations	3

SECOND SEMESTER

DFTG 1405 Technical Drafting	4
Select 3 from eligible engineering design electives:	
XXXX x3xx Engineering Design elective	3
XXXX x3xx Engineering Design elective	3
XXXX x3xx Engineering Design elective	3

Eligible engineering design electives are as follows:
DFTG 2321 Topographical Drafting
DFTG 2330 Civil Drafting
DFTG 2302 Machine Drafting
DFTG 1417 Architectural Drafting - Residential
DFTG 2300 Intermediate Architectural Drafting - Residential
ARCE 1452 Structural Drafting
DFTG 1471 Process Piping Design I
DFTG 1472 Process Piping Design II
DFTG 2470 Process Piping Design III
DFTG 2450 Geometric Dimensioning and Tolerancing
DFTG 2306 Machine Design

Total Semester Hours—27

*Recommended Computer-Aided Drafting elective combinations:
Architectural Design: DFTG 1417, DFTG 2300, ARCE 1452
Process Piping Design: DFTG 1471, DFTG 1472, DFTG 2470
Mechanical Design: DFTG 2302, DFTG 2450, DFTG 2306
Civil Design: DFTG 2321, DFTG 2330, ARCE 1452

ENGLISH

English, Associate of Arts

The English Associates of Arts program at TJC provides you with the first two years toward gaining a Bachelor of Arts while preparing you for a wide range of career opportunities.

Our program will help you enhance your writing, critical thinking and reading skills, while also expressing your creativity. This is an opportunity to expand your mind, as you continue on your professional or educational pathway.

ENGLISH

Associate of Arts

TSI Complete

Major Courses ..... 16 credits

Select no fewer than 3 English courses and either an additional 2 English courses or 2 Foreign Language** courses.

ENGL 1302 Composition II
ENGL 2307 Creative Writing I
ENGL 2311 Technical and Business Writing
ENGL 2322 British Literature I
ENGL 2323 British Literature II
ENGL 2327 American Literature I
ENGL 2328 American Literature II
ENGL 2332 World Literature I
ENGL 2333 World Literature II
Foreign Language 1411
Foreign Language 1412
Foreign Language 2311
Foreign Language 2312

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
EDUC 1300 Learning Framework	3
MATH xxxx Mathematics Core	3
XXXX x4xx Life and Physical Sciences Core	4
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II	3
XXXX x4xx Life and Physical Sciences Core	4
XXXX x3xx Creative Arts Core	3
XXXX x3xx Language, Philosophy, and Culture Core	3
THIRD SEMESTER	
GOVT 2305 Federal Government	3
XXXX x3xx English Major choice	3
XXXX x3xx Social and Behavioral Sciences Core	3
XXXX x3xx English Major choice	3
XXXX x3xx English Major choice or Foreign Language	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	
SPCH 1315 Public Speaking *OR* SPCH 1321	3
XXXX x3xx English Major choice	3
XXXX x3xx English Major choice or Foreign Language	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

⊿Classes chosen in major must be different from courses used for Core requirements.

***At least one foreign language is strongly suggested.*

Note: If choosing a foreign language option, courses must be taken in sequence in a single foreign language.

ENVIRONMENTAL SCIENCE

Environmental Science, Associate of Science The need for knowledgeable and skillful scientists is on the rise. Environmental scientists use their knowledge of the earth to protect the environment.

Our program provides you with the expertise and proficiency needed for a rapidly growing field. We also provide you with the general education courses normally taken during the first two years at a four-year college or university at an affordable price.

After graduating from TJC you will be well-prepared to continue your undergraduate career at any college or university. Engage in our Environmental Science program and learn how you can make a difference r

ENVIRONMENTAL SCIENCE

Associate of Science

TSI Complete

Major Courses ..... 16 credits

Select 4:

BIOL 1406 Biology for Science Majors I *OR*
BIOL 1411 General Botany *OR*
BIOL 2406 Environmental Biology *OR*
CHEM 1411 General Chemistry I *OR*
CHEM 1412 General Chemistry II *OR*
GEOL 1403 Physical Geology

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

***Recommended Course Sequence*:**

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
BIOL 1406 Biology for Science Majors I	4
MATH 1314 College Algebra *OR* MATH 1316	3
EDUC 1300 Learning Framework	3

SECOND SEMESTER

ENGL 1302 Composition II *OR* ENGL2311	3
HIST 1302 United States History II *OR* HIST 2301	3
BIOL 2406 Environmental Biology	4
XXXX x3xx Social and Behavioral Sciences Core	

THIRD SEMESTER

CHEM 1411 General Chemistry I	4
GEOL 1403 Physical Geology	4
GOVT 2305 Federal Government	3
SPCH 1315 Public Speaking *OR* SPCH 1321	3
XXXX x3xx Creative Arts Core	3

FOURTH SEMESTER

CHEM 1412 General Chemistry II	4
BIOL 1411 General Botany	4
GOVT 2306 Texas Government	3
XXXX x3xx Language, Philosophy, and Culture Core	3

Total Semester Hours—60

⊿Classes chosen in major must be different from courses used for Core requirements.

To receive an Associate of Science degree with an emphasis in environmental science, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

FIRE PROTECTION TECHNOLOGY

Fire Protection Technology, Associate of Applied Science

Fire Protection is about creating, maintaining and providing a safer environment for society.

Our team at TJC offers some of the best fire protection instruction. All instructors are full time, professional firefighters with approximately 200 cumulative years of experience in the fields of fire protection and prevention.

In our program you will learn basic training and education in fire and arson investigation practices and industrial emergency responses, as well as prepare to become firefighters and fire officers. With this degree, you can also pursue further academics in Fire Technology.

Get real-world experience in the Tyler Fire Department's cutting-edge training facilities. Your training for building a safer tomorrow starts today, at TJC.

Fire Protection Technology Level I, Certificate of Proficiency

Our Level I certificate in Fire Protection Technology provides you with the knowledge and skills required for entry-level positions in a wide range of fire departments.

We will help you learn the fundamental training of fire protection with courses in codes, inspections, construction, legal aspects and protection systems.

Fire Protection Technology Level II, Certificate of Proficiency

Add on to your experience with our Level II certificate in Fire Protection Technology.

Your training continues with courses in administration, hazardous materials, arson and fire-fighting strategies and tactics.

FIRE PROTECTION TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

FIRT 1301 Fundamentals of Fire Protection
FIRT 1353 Legal Aspects of Fire Protection
FIRT 1329 Building Codes and Construction
FIRT 1338 Fire Protection Systems
FIRT 1307 Fire Prevention Codes and Inspections
FIRT 1333 Fire Chemistry I
COSC 1301 Introduction to Computing
FIRT 1309 Fire Administration I
FIRT 1315 Hazardous Materials I
FIRT 1303 Fire and Arson Investigation I
FIRT 1305 Public Education Programs
FIRT 1349 Fire Administration II
FIRT 2309 Firefighting Strategies and Tactics I
FIRT 1347 Industrial Fire Protection
FIRT 2389 Internship - Fire Protection and Safety Technology/Technician

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER		**Credit Hours**
FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1329	Building Codes and Construction	3
ENGL 1301	**Composition I**	**3**
MATH 1314	**College Algebra** *OR*	**3**
	MATH 1316 *OR*	
	MATH 1324 *OR*	
	MATH 1332	

SECOND SEMESTER		
FIRT 1338	Fire Protection Systems	3
FIRT 1307	Fire Prevention Codes and Inspections	3
FIRT 1333	Fire Chemistry I	3
SPCH 1321	**Business and Professional Communication**	**3**
COSC 1301	Introduction to Computing	3

THIRD SEMESTER		
FIRT 1309	Fire Administration I	3
FIRT 1315	Hazardous Materials I	3
FIRT 1303	Fire and Arson Investigation I	3
GOVT 2306	**Texas Government**	**3**
XXXX x3xx	**Language, Philosophy and Culture Core***	**3**

FOURTH SEMESTER		
FIRT 1305	Public Education Programs	3
FIRT 1349	Fire Administration II	3
FIRT 2309	Firefighting Strategies and Tactics I	3
FIRT 1347	Industrial Fire Protection	3
FIRT 2389	Internship - Fire Protection and Safety Technology/Technician	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

**PHIL 2306 preferred.*

Note: Upon review, students who have successfully completed an accredited Basic Fire Academy recognized by the Texas Commission on Fire Protection and successfully pass the State Certification Exam may be eligible to apply up to 15 hours credit toward the associate degree in Fire Protection. Posting fee required. Students must complete a minimum of three semester credit hours at Tyler Junior College to be eligible. Credit will be awarded and posted to the student's transcript during the final semester of course work applicable to the AAS in Fire Protection Technology program. For more information, students should contact the department chair.

FIRE PROTECTION TECHNOLOGY:

FIRE PROTECTIONS TECHNOLOGY LEVEL I

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		Credit Hours
FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1329	Building Codes and Construction	3

SECOND SEMESTER		
FIRT 1338	Fire Protection Systems	3
FIRT 1307	Fire Prevention Codes and Inspections	3
COSC 1301	Introduction to Computing	3

Total Semester Hours—18

FIRE PROTECTION TECHNOLOGY:

FIRE PROTECTIONS TECHNOLOGY LEVEL II

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		Credit Hours
FIRT 1309	Fire Administration I	3
FIRT 1315	Hazardous Materials I	3
FIRT 1303	Fire and Arson Investigation I	3

SECOND SEMESTER		
FIRT 1349	Fire Administration II	3
FIRT 2309	Fire Fighting Strategies and Tactics I	3
FIRT 1347	Industrial Fire Protection	3

Total Semester Hours—18

FOREIGN LANGUAGE

Foreign Language, Associate of Arts

The demand for foreign languages in both the community and business environment is growing rapidly. Combining a foreign language with another field can open up many possibilities and amplify employment opportunities.

Our foreign language degree plan prepares you for a diverse selection of career paths including health science, education, intelligence, journalism and many more. It also enables you to continue your educational path to a baccalaureate degree. Expand your horizons by getting an Associates of Arts in Foreign Language.

FOREIGN LANGUAGE

Associate of Arts

TSI Complete

Major Courses ..... 16 credits

In your chosen foreign language of French, German, Spanish or Japanese:
Foreign Language 1411
Foreign Language 1412
Foreign Language 2311
Foreign Language 2312
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
XXXX 1411 Foreign Language*	4
EDUC 1300 Learning Framework	3
MUSI 1301 Music Appreciation	3
HIST 1301 United States History I	3
ENGL 1301 Composition I	3
SECOND SEMESTER	
XXXX 1412 Foreign Language*	4
HIST 1302 United States History II *OR* HIST 2301	3
ENGL 1302 Composition II *OR* ENGL 2311	3
GOVT 2305 Federal Government	3
THIRD SEMESTER	
XXXX 2311 Foreign Language*	3
BIOL 1408 Biology for non-science I *OR* GEOL 1401	4
SPCH 1321 Business & Professional Communication	3
ECON 2301 Principles of Macroeconomics OR PSYC 2301	3
ENGL 2332 World Literature	3
FOURTH SEMESTER	
XXXX 2312 Foreign Language*	3
BIOL 1409 Biology for non-science II *OR* GEOL 1402	4
MATH xxxx Mathematics Core	3
GOVT 2306 Texas Government	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

**In your chosen foreign language of French, German, Spanish or Japanese.*

GAME AND SIMULATION DEVELOPMENT

Game and Simulation Development: Graphics, Associate of Applied Science

Explore your creativity by enrolling in TJC's Game & Simulation Development program. Earn your Associate of Applied Science in graphics and make a career out of something you love.

Our program in graphics will give you the basic skills to enter the electronic game and computer simulation industry. Learn how to visually captivate an audience from our expert faculty. We'll show you the latest 2D and 3D design technology and teach you the best design techniques to turn you into a leading digital artist in a rapidly growing and lucrative industry.

Turn your passion for playing video games into a work of art.

Game and Simulation Development: Programming, Associate of Applied Science

Do you love playing video games, but always think they could be better if they just did.....? Our programming degree can put you in the driver's seat to creating the best video game ever because programmers control the video game and make it run properly.

With our program you will receive a strong foundation in coding and design, learn the intricacies of the industry's most cutting-edge software packages and develop a broad skillset of methods that will allow you to be well-equipped to enter the workforce upon graduation.

Additionally, you will obtain the best knowledge of the gaming industry and acquire the technical and interpersonal skills needed to be successful in a rapidly growing and lucrative industry.

Turn your passion for playing video games into a digital masterpiece and join a respected, highly prized profession on the cutting edge of a rapidly evolving, multi-billion dollar industry.

Game and Simulation Development: Game Design, Advanced Technical Certificate

Take the next step in your career and earn an advanced technical certificate

Game designers are an important part of a comprehensive team of designers and developers that coordinate the complex task of creating a new video game. Game designers have duties like designing characters, levels, puzzles, art and animation. They may also write code, using various computer programming languages.

Let our highly trained faculty teach you the necessary skills to work with others to develop and design video games.

GAME AND SIMULATION DEVELOPMENT:

GRAPHICS

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

GAME 1303 Introduction to Game Design and Development
ARTC 1321 Illustration Techniques I
ARTV 1345 3-D Modeling and Rendering I
COSC 1330 Computer Programming
GAME 2332 Project Development I
ARTS 1316 Drawing I
ARTC 2301 Illustration Techniques II
ARTV 2345 3-D Modeling and Rendering II
ARTS 2348 Digital Art I
ARTS 2349 Digital Art II
ARTV 1341 3-D Animation I
GAME 2334 Project Development II
GAME 2309 Video Game Art II
ARTV 2351 3-D Animation II
GAME 2359 Game and Simulation Group Project

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
GAME 1303 Introduction to Game Design and Development	3
ARTC 1321 Illustration Techniques I	3
ARTV 1345 3-D Modeling and Rendering I	3
COSC 1330 Computer Programming	3
EDUC 1300 Learning Framework	**3**
SECOND SEMESTER	
GAME 2332 Project Development I	3
ARTS 1316 Drawing I	3
ARTC 2301 Illustration Techniques II	3
ARTV 2345 3-D Modeling and Rendering II	3
ARTS 2348 Digital Art I	3
THIRD SEMESTER	
ENGL 1301 Composition I	**3**
ARTS 2349 Digital Art II	3
ARTV 1341 3-D Animation I	3
GAME 2334 Project Development II	3
MATH 1332 Contemporary Mathematics *OR*	**3**
MATH 1342 *OR*	
MATH 1350 *OR*	
MATH 1351 *OR*	
MATH 1314 *OR*	
MATH 1316 *OR*	
MATH 1324	
FOURTH SEMESTER	
SPCH 1321 Business and Professional Speaking	**3**
GAME 2309 Video Game Art II	3
ARTV 2351 3-D Animation II	3
XXXX x3xx Language, Philosophy and Culture Core *OR*	**3**
XXXX x3xx Creative Arts Core	
SUMMER I	
GAME 2359 Game and Simulation Group Project	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

GAME AND SIMULATION DEVELOPMENT:

PROGRAMMING

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

ARTV 1345 3-D Modeling and Rendering I
GAME 1303 Introduction to Game Design and Development
COSC 1330 Computer Programming
GAME 2302 Mathematical Applications for Game Development
GAME 2332 Project Development I
GAME 1343 Game and Simulation Programming I
COSC 1336 Programming Fundamentals I
GAME 2334 Project Development II
GAME 2341 Game Scripting
COSC 1337 Programming Fundamentals II
GAME 1394 Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects
COSC 2336 Programming Fundamentals III
GAME 2342 Game Development Using C++
GAME 2343 Multi-User Game Programming II
GAME 2359 Game and Simulation Group Project

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ARTV 1345 3-D Modeling and Rendering I	3
GAME 1303 Introduction to Game Design and Development	3
EDUC 1300 Learning Framework	**3**
COSC 1330 Computer Programming	3
MATH 1314 College Algebra	**3**
SECOND SEMESTER	
GAME 2302 Mathematical Applications for Game Development	3
GAME 2332 Project Development I	3
GAME 1343 Game and Simulation Programming I	3
COSC 1336 Programming Fundamentals I	3
ENGL 1301 Composition I	**3**
THIRD SEMESTER	
GAME 2334 Project Development II	3
GAME 2341 Game Scripting	3
XXXX x3xx Language, Philosophy and Culture Core OR XXXX x3xx Creative Arts Core	**3**
COSC 1337 PROGRAMMING Fundamentals II	3
SPCH 1321 Business and Professional Speaking	**3**
FOURTH SEMESTER	
GAME 1394 Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects	3
COSC 2336 Programming Fundamentals III	3
GAME 2342 Game Development Using C++	3
GAME 2343 Multi-User Game Programming II	3
SUMMER I	
GAME 2359 Game and Simulation Group Project	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

GAME AND SIMULATION DEVELOPMENT:

DESIGN

Advanced Technical Certificate

Prerequisite

Successful completion of Game and Simulation Development Graphics or Programming AAS.

FIRST SEMESTER	**Credit Hours**
GAME 2308 Portfolio for Game Development	3
GAME 2470 Video Game System Design	4
ENGL 2307 Creative Writing	3
COSC 1301 Introduction to Computing*	3
SECOND SEMESTER	
GAME 1404 Level Design	4
GAME 1212 Game Theory	2
GAME 2471 Scripting for Video Game Design	3
GAME 1335 Interactive Writing I	3
COSC 2425 Computer Organization**	4

Total Semester Hours—30

Courses titled in **bold type** *represent general education courses.*
**BCIS 1405 may be substituted with department chair approval.*
***ARTS 1317 may be substituted with department chair approval.*

GAME 2342

GENERAL STUDIES

General Studies, Associate of Arts

If you haven't really decided what you're passionate about yet, then a General Studies associate's degree is a great starting point. Many people pick a General Studies degree as a way to earn credits while having the flexibility to decide on a career path.

Our general studies program prepares you for transfer to a four-year college or university. The flexible curriculum allows you to set and meet your individual goals while studying a balanced schedule of humanities, mathematics, science and social science courses.

GENERAL STUDIES

Associate of Arts

TSI Complete

Major Courses$^{\Delta}$..... 16 credits

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.*

TJC Core Curriculum..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER		Credit Hours
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH xxxx	Mathematics Core	3
XXXX x4xx	Life and Physical Sciences Core	4
EDUC 1300	Learning Framework	3

SECOND SEMESTER		
ENGL 1302	Composition II *OR* ENGL 2311	3
HIST 1302	United States History II *OR* HIST 2301	3
XXXX x4xx	Life and Physical Sciences Core	4
XXXX x3xx	Creative Arts Core	3
XXXX x3xx	Elective	3

THIRD SEMESTER		
SPCH 1315	Public Speaking *OR* SPCH 1321	3
XXXX x3xx	Language, Philosophy, and Culture Core	3
XXXX x3xx	Majors Elective	3
GOVT 2305	Federal Government	3
XXXX x3xx	Social and Behavioral Sciences Core (Federal Government)	3

FOURTH SEMESTER		
GOVT 2306	Texas Government	3
XXXX x3xx	Majors Elective	3
XXXX x3xx	Majors Elective	3
XXXX x3xx	Majors Elective	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

$^{\Delta}$Classes chosen in major must be different from courses used for Core requirements.

**For a General Studies Associate of Arts degree, students must complete all CORE requirements and select any number of additional elective courses to meet no fewer than 60 hours for graduation. Some or all courses should include foreign language, humanities, English, fine arts, sciences or math.*

GEOLOGY

Geology, Associate of Science

Geology is a vibrant field that integrates detailed field and laboratory work to deepen our understanding of earth processes.

Our program offers you a hands-on and practical experience in this essential and exciting field. Upon graduation students will be ready for entry-level employment in countless geological careers or well-equipped to continue their education at other institutions.

GEOLOGY

Associate of Science

TSI Complete

Major Courses$^{\Delta}$..... 16 credits

MATH 1316 Plane Trigonometry
KINE 1101 Physical fitness and Health Concepts
PHYS 1401 College Physics I
CHEM 1411 General Chemistry I
PHYS 1402 College Physics II *OR*
CHEM 1412 General Chemistry II

TJC Core Curriculum..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
GEOL 1403 Physical Geology	4
EDUC 1300 Learning Frameworks	3
HIST 1301 United States History I	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
MATH 1316 Plane Trigonometry	3
GEOL 1404 Historical Geology	4
CHEM 1411 General Chemistry 1	4
THIRD SEMESTER	
GOVT 2305 Federal Government	3
HIST 1302 United States History II *OR* HIST 2301	3
PHYS 1401 College Physics I	4
ECON 2301 Macroeconomics	3
ENGL 2332 World Literature I *OR* ENGL 2333	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
PHYS 1402 College Physics II *OR* CHEM 1412	4
SPCH 1321 Business Professional Communication	3
XXXX x3xx Creative Arts Core	3
KINE 1101 Physical Fitness and Health Concepts	1

Total Semester Hours—60

$^{\Delta}$Classes chosen in major must be different from courses used for Core requirements.

From the core choices, GEOL 1403 and 1404 are required for the Geology Degree.

A student majoring in geology must see a Tyler Junior College academic advisor for help in completing a degree plan. To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

For more information, contact: Department Chair, Engineering/Physical Sciences, G-207 /903-510-2887.

GOVERNMENT

Government, Associate of Arts

If politics grabs your attention, then consider majoring in Government. With the many different fields available, we will put you on the right track for your professional and academic path.

Our program teaches you how to think and communicate effectively about politics. Our goal is to assist you in becoming academically experienced with the world of politics and government.

Additionally, we prepare you with the first two years of government courses to transfer to an institution that grants a baccalaureate degree.

GOVERNMENT

Associate of Arts

TSI Complete

Major Courses$^{\Delta}$..... 16 credits

GOVT 2304 Introduction to Political Science
GOVT 2311 Mexican-American Politics
GEOG 1303 World Regional Geography
Select 2:
HIST 2312 Western Civilization II *OR*
HIST 2381 African-American History *OR*
ECON 2302 Principles of Microeconomics *OR*
HUMA 1301 Introduction to the Humanities I *OR*
HUMA 1302 Introduction to the Humanities II *OR*
HUMA 2319 American Minority Studies *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 1304 Introduction to World Religions *OR*
PHIL 2306 Introduction to Ethics *OR*
SOCI 1301 Introductory Sociology *OR*
SOCI 2319 Minority Studies *OR*
COMM 1307 Introduction to Mass Communication

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301 Composition I	3
HIST 1301 US History I	3
EDUC 1300 Learning Framework	3
XXXX x4xx Life and Physical Sciences Core	4
GOVT 2304 Introduction to Political Science	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 US History II	3
GOVT 2311 Mexican-American Politics	3
MATH 1324 Mathematics for Business & Social Sciences *OR* MATH 1342	3
XXXX x4xx Life and Physical Sciences Core	4
THIRD SEMESTER	
GOVT 2305 Federal Government	3
SPCH 1315 Public Speaking *OR* SPCH 1321	3
XXXX x3xx Majors Course Elective	3
XXXX x1xx Elective**	1
GEOG 1303 World Regional Geography	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
XXXX X3xx Creative Arts Core	3
XXXX X3xx Language, Philosophy and Culture Core	3
ECON 2301 Principles of Macroeconomics	3
XXXX x3xx Majors Course Elective	3

Total Semester Hours—60

$^{\Delta}$Classes chosen in major must be different from courses used for Core requirements.

**MATH 1324 & 1342 recommended.*

***One hour course list: PHED 1166, KINE 11XX, 21XX, MUAP 11XX, 21XX, MUEN 11XX, 21XX, MUSI 11XX, 21XX, DANC 11XX, 21XX, COMM 11XX, 21XX, DRAM 11XX, 21XX, EDUT 1170, 2170, SPCH11XX, 21XX*

Students should consult with a TJC advisor and refer to the catalog(s) of the institution(s) you plan to transfer to for specific degree requirements.

HEALTH AND KINESIOLOGY

Health and Kinesiology: Athletic Training, Associate of Science

Put your passion for sports to good use with a career in Athletic Training. The Certified Athletic Trainer is a highly educated and skilled professional specializing in athletic health care. In cooperation with physicians and other allied health personnel, athletic trainers function as an integral member of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs and other athletic health care settings.

Our experienced faculty and staff have developed a thorough training program of hands-on practice and coursework that prepares you for employment upon graduation. Additionally, our program meets the core curriculum set forth by NATA (National Athletic Trainers' Association) and prepares you for a career in athletic training or allows you to continue your academic pathway. Our program articulates to senior colleges that offer an accredited Bachelor of Science degree in athletic training.

TJC is the perfect starting point for you to pursue one of today's most exciting career choices. Join us today!

Health and Kinesiology: Health Studies, Associate of Science

Health and fitness are growing fields in today's health-conscious society. Use our Health Studies degree to help you move forward and make an impact in health career applications including wellness, personal training, coaching, health and fitness education, occupational health and safety or recreational therapy.

Our top-notch faculty use hands-on practice and coursework to prepare you for entry into a variety of fields associated with corporate, community and educational settings in fitness and wellness. Additionally, with our degree you can continue your academic pathway to the baccalaureate and masters level to pursue a career in dietetics, physical therapy, pharmacy, medicine and other related fields.

Our program is the perfect starting point for you!

Health and Kinesiology: Kinesiology, Associate of Science

A Kinesiology degree prepares you to enter a variety of fields associated with sports, exercise sciences, education and/or motor development.

Begin your academic journey with us and work with some of the best in the business. In our close-knit classroom environment our professors give you expert instruction and training to help you pursue your career in corporate, community and educational settings.

After graduation you will be well-prepared to enter the workforce or continue your education at any four-year institution for a baccalaureate or master's level degree to prepare you for a career in coaching, exercise physiology, bio-mechanics, sport psychology, sport sociology, wellness, personal training or other related fields.

At TJC we'll provide you with the expertise you'll need in order to obtain a successful career in the popular kinesiology field.

Health and Kinesiology: Outdoor Leadership, Associate of Science

Are you an all-around nature buff who loves the great outdoors? Then our Outdoor Leadership degree is perfect for you. With this degree, you can combine your love of the outdoors with professional opportunities including organized camps, educational settings, interpretive positions and/or ecotourism ventures.

Our program prepares you to be able to lead organized groups on educational and/or recreational outing activities, as well as handle any situation you may encounter in nature and help you develop excellent communication and interpersonal skills. Our well-trained faculty help you learn lifelong skills, such as endurance and resourcefulness, which can lead you on a path of success throughout you career;

Let us help you combine your love of the outdoors with great technical skills, as well as the ability to understand and manage interpersonal group dynamics and safety for self and others.

HEALTH AND KINESIOLOGY:

ATHLETIC TRAINING

Associate of Science

TSI Complete

Major Courses ..... 16 credits

PHED 1166 First Aid-CPR
PHED 1206 First Aid
KINE 2156 Taping and Bandaging for Athletic Injuries
KINE 1102 Athletics Conditioning
KINE 2356 Prevention and Care of Athletic Injuries
KINE 1103 Athletics Conditioning
BIOL 1322 Nutrition and Diet Therapy
KINE 2101 Athletics Conditioning
KINE 1301 Foundations of Kinesiology

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**CREDIT HOURS**
MATH 1314 College Algebra	3
ENGL 1301 Composition I	3
HIST 1301 US History I	3
PHED 1166 First Aid-CPR	1
PHED 1206 First Aid	2
KINE 2156 Taping & Bandaging Athletic Injury	1
KINE 1102 Athletic Conditioning	1
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 US History II	3
ARTS 1301 Art Appreciation	3
KINE 2356 Prevention & Care Athletic Injury	3
KINE 1103 Athletic Conditioning	1
EDUC 1300 Learning Framework	3
THIRD SEMESTER	
BIOL 2401 Anatomy & Physiology I	4
GOVT 2305 Federal Government	3
BIOL 1322 Nutrition & Diet Therapy	3
PYSC 2301 General Psychology	3
KINE 2101 Athletic Conditioning	1
FOURTH SEMESTER	
BIOL 2402 Anatomy & Physiology II	4
GOVT 2306 Texas Government	3
HUMA 1301Introductionduction to Humanities I	3
KINE 1301 Foundations of Kinesiology	3
SPCH 1315 Public Speaking	3

Total Semester Hours—60

Classes chosen in major must be different from courses used for Core requirements.

HEALTH AND KINESIOLOGY:

HEALTH STUDIES

Associate of Science

TSI Complete

Major Courses ..... 16 credits

PHED 1304 Personal/Community Health I
SOCI 1301 Introduction to Sociology
PHED 1166 First Aid-CPR
PHED 1206 First Aid
MATH 1342 Elementary Statistical Methods
KINE 1301 Foundations of Kinesiology
KINE 1101 Physical Fitness and Health Concepts

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**CREDIT HOURS**
MATH 1314 College Algebra	3
ENGL 1301 Composition I	3
HIST 1301 US History I	3
PHED 1304 Personal/Community Health I	3
EDUC 1300 Learning Framework	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 US History II	3
ARTS 1301 Art Appreciation	3
SPCH 1315 Public Speaking	3
KINE 1301 Foundations of Kinesiology	3
THIRD SEMESTER	
BIOL 1408 Biology for Non-Science Majors I	4
GOVT 2305 Federal Government	3
PHED 1166 First Aid-CPR	1
PHED 1206 First Aid	2
HUMA 1301 Introduction to Humanities I	3
SOCI 1301 Introductory Sociology	3
FOURTH SEMESTER	
BIOL 1409 Biology for Non-Science Majors II	4
GOVT 2306 Texas Government	3
MATH 1342 Elementary Statistical Methods	3
PSYC 2301 General Psychology	3
KINE 1101 Phys. Fitness & Health Concepts	1

Total Semester Hours—60

Classes chosen in major must be different from courses used for Core requirements.

HEALTH AND KINESIOLOGY:

KINESIOLOGY

Associate of Science

TSI Complete

Major CoursesΔ ..... 16 credits

KINE 1338 Concepts of Physical Fitness
KINE 1301 Foundations of Kinesiology
KINE 1321 Coaching/Sports/Athletics I
KINE 1104 Physical Conditioning I
KINE 1308 Sports Officiating I
KINE 1105 Physical Conditioning II
Select 2*:
KINE 1102 Athletics Conditioning *OR*
KINE 1103 Athletics Conditioning *OR*
KINE 1107 Tennis *OR*
KINE 1140 Outdoor Recreation I *OR*
KINE 1147 Rec Dance – Belles I *OR*
KINE 1148 Rec Dance – Belles II *OR*
KINE 1149 Belle Conditioning *OR*
KINE 1150 Belle Conditioning *OR*
KINE 2101 Athletic Conditioning *OR*
KINE 2102 Athletic Conditioning *OR*
KINE 2109 Weight Training I *OR*
KINE 2118 Bowling I *OR*
KINE 2119 Martial Arts I *OR*
KINE 2127 Weight Training II *OR*
KINE 2135 Weight Training III *OR*
KINE 2136 Weight Training IV *OR*
KINE 2147 Rec Dance – Belles III *OR*
KINE 2148 Rec Dance – Belles IV *OR*
KINE 2149 Belle Conditioning *OR*
KINE 2150 Belle Conditioning *OR*
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**CREDIT HOURS**
MATH 1314 College Algebra *OR* MATH 1342	3
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
KINE 1338 Concepts Physical Fitness	3
EDUC 1300 Learning Framework	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II	3
KINE 1301 Foundations of Kinesiology	3
SPCH 1315 Public Speaking	3
KINE 1321 Coaching/Sports/Athletics I	3
KINE 1104 Physical Conditioning I Cardio	1
THIRD SEMESTER	
BIOL 1408 Biology for Non-Science Majors I	4
GOVT 2305 Federal Government	3
HUMA 1301 Introduction to Humanities I	3
KINE 1308 Sports Officiating	3
KINE 1105 Physical Conditioning I Core	1
KINE x1xx KINE Elective	1
FOURTH SEMESTER	
BIOL 1409 Biology for Non-Science Majors II	4
GOVT 2306 Texas Government	3
ARTS 1301 Art Appreciation	3
PSYC 2301 General Psychology	3
KINE x1xx KINE elective	1

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**Some classes require acceptance into the team sport or group.*

HEALTH AND KINESIOLOGY:

OUTDOOR LEADERSHIP

Associate of Science

TSI Complete

Major Courses∆ ..... 16 credits

PHED 1166 First Aid-CPR
PHED 1206 First Aid
KINE 1140 Outdoor Recreation I
KINE 1301 Foundations of Kinesiology
KINE 1143 Outdoor Adventure Programs
KINE 1336 Introduction to Recreation I
KINE 2140 Outdoor Recreation II
KINE 1338 Concepts of Physical Fitness
KINE 1142 Rock Climbing I *OR*
KINE 1144 Paddlesports I *OR*
KINE 1145 Backcountry Expeditioning I

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**CREDIT HOURS**
MATH 1314 College Algebra *OR* MATH 1342	3
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
PHED 1206 First Aid	2
PHED 1166 First Aid-CPR	1
ARTS 1301 Art Appreciation	3
KINE 1140 Outdoor Recreation I	1
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II	3
EDUC 1300 Learning Framework	3
SPCH 1315 Public Speaking	3
KINE 1301 Foundations to Kinesiology	3
KINE 1143 Outdoor Adventure Program	1
THIRD SEMESTER	
BIOL 1408 Biology for Non-Science Majors I	4
GOVT 2305 Federal Government	3
KINE 1336 Introduction to Recreation I	3
HUMA 1301 Introduction to Humanities I	3
KINE 2140 Outdoor Recreation II	1
FOURTH SEMESTER	
BIOL 1409 Biology for Non-Science Majors II	4
GOVT 2306 Texas Government	3
KINE 1338 Concepts of Physical Fitness	3
PSYC 2301 General Psychology	3
KINE 1142 Rock Climbing *OR* KINE 1144 *OR* KINE 1145	1

Total Semester Hours—60

∆Classes chosen in major must be different from courses used for Core requirements.

HEALTH INFORMATION TECHNOLOGY

Health Information Technology, Associate of Applied Science

The healthcare industry is a great career choice because it is always highly in demand, but what if you aren't really interested in dealing directly with patients? Become a health information technician with our online* degree program.

Health information management (HIM) is the practice of acquiring, analyzing and protecting digital and traditional medical information vital to providing quality patient care. We will train you in the latest information management technology applications and help you understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice.

After earning your degree you may apply for the Registered Health Information Technician (RHIT) exam.

From the convenience of your own home be an integral part of patient care at every touch point in the healthcare delivery cycle.

Enrollment in this program is limited. See Selective Admissions requirements in the Admission section of this Catalog. Contact program coordinator for details.

HEALTH INFORMATION TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 43 credits

COSC 1301 Introduction to Computing
HITT 1401 Health Data Content and Structure
HITT 1305 Medical Terminology I
HITT 1345 Health Care Delivery Systems
HITT 1311 Health Information Systems
POFM 1300 Basic Medical Coding
HITT 2160 Clinical-Health Information Technology*
HPRS 2301 Pathophysiology
HITT 1353 Legal and Ethical Aspects of Health Information
HITT 1341 Classification Systems
HITT 2261 Clinical-Health Information/Medical Technology/Technician*
HITT 2346 Advanced Medical Coding
HITT 2339 Health Information Organization and Supervision
HITT 2335 Coding and Reimbursement Methodologies
HITT 2343 Quality Assessment and Performance Improvement

HITT 2343 Coding and t and Performance

General Education Requirements..... 17 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 43
General Education Requirements: 17
Total Semester Hours: 60

***Recommended** Course Sequence:*

PREREQUISITES		CREDIT HOURS
COSC 1301	Introduction to Computing	3

FIRST SEMESTER

ENGL 1301	**Composition I**	**3**
BIOL 2401	**Anatomy and Physiology I**	**4**
HITT 1401	Health Data Content and Structure	4
HITT 1305	MedicalTerminology I	3

SECOND SEMESTER

HITT 1345	Health CareDelivery Systems	3
HITT 1311	HealthInformation Systems	3
BIOL 2402	**Anatomy and Physiology II**	**4**
POFM 1300	Basic Medical Coding*	3
GOVT x3xx	**Government/Political Science Core OR HIST x3xx American History Core OR XXXX x3xx Social and Behavioral Sciences Core**	**3**

THIRD SEMESTER

HITT 2160	Clinical-HealthInformation Technology	1
HPRS 2301	Pathophysiology	3
HITT 1353	Legal and Ethical Aspects of Health Information	
XXXX x3xx	**Creative ArtsCore *OR* XXXX x3xx Language, Philosophy and Culture Core**	**3**
HITT 1341	Coding andClassification Systems	3

FOURTH SEMESTER

HITT 2261	Clinical -Health Information/Medical Records Technology/Technician	2
HITT 2346	AdvancedMedical Coding	3
HITT 2339	Health InformationOrganization and Supervision	3
HITT 2335	Codingand Reimbursement Methodologies	3
HITT 2343	Quality Assessment and Performance Improvement	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

*All general education and courses denoted with * may be taken prior to acceptance into the program.*

** Every course in the degree plan can be taken online except BIOL 2401 and BIOL 2402 labs. The clinical courses HITT 2160 and HITT 2261 are online but require clinical hours at a facility.*

Department-specific courses must be taken in sequence and may have a prerequisite course. All required courses of the HIT program must be completed with a "C" or better in order to progress to the next level course.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

HEALTHCARE ADMINISTRATION

Healthcare Administration, Associate of Applied Science

Are you looking to develop your leadership skills and have at least one year practical experience in healthcare management? If so, then our Healthcare Administration degree program might be the perfect fit for you. Our degree will provide you the next step in a foundation and framework for growth and success as a healthcare manager by reinforcing important business knowledge and skills.

Our online* degree will provide you with a focus on critical thinking, information utilization and fundamental competencies in healthcare management principles. This program is by selective admission. For additional information, refer to "Selective Admissions" in the Admissions section of this Catalog.

HEALTHCARE ADMINISTRATION

Associate of Applied Science

TSI Complete

Major Courses ..... 41 credits

HITT 1305 Medical Terminology I
BMGT 1301 Supervision
HRPO 2307 Organizational Behavior
BMGT 1344 Negotiations and Conflict Management
HPRS 2321 Medical Law and Ethics for Health Professionals
HRPO 2301 Human Resources Management
HITT 2340 Advanced Medical Billing and Reimbursement
HITT 2370 Credentialing and Managed Care Contracts
HITT 2326 Project Management for Health Professions
HITT 2471 Portfolio I
MRKG 2348 Marketing Research and Strategies
BMGT 2311 Change Management
HITT 2472 Portfolio II

General Education Requirements..... 19 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 41
General Education Requirements: 19
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**CREDIT HOURS**
HITT 1305 Medical Terminology I	3
BMGT 1301 Supervision	3
HRPO 2307 Organizational Behavior	3
ENGL 1301 Composition I	**3**
SPCH 1321 Business & Professional Communication	**3**
SECOND SEMESTER	
BMGT 1344 Negotiations and Conflict Management	3
HPRS 2321 Medical Law and Ethics for Health Professionals	3
HRPO 2301 Human Resources Management	3
ENGL 2311 Technical and Business Writing	**3**
HITT 2340 Advanced Medical Billing and Reimbursement	3
THIRD SEMESTER	
HITT 2370 Credentialing and Managed Care Contracts	3
HITT 2326 Project Management for Health Professions	3
HITT 2471 Portfolio I	4
BIOL 2404 Anatomy & Physiology	**4**
FOURTH SEMESTER	
MRKG 2348 Marketing Research and Strategies	3
BMGT 2311 Change Management	3
HITT 2472 Portfolio II	4
PSYC 2301 General Psychology *OR* **PSYC 2314**	**3**
PHIL 2306 Introduction to Ethics *OR* **ARTS 1301** *OR* **MUSI 1306**	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

** Every course in the degree plan can be taken online except BIOL 2404 and associated labs.*

All required courses of the HCA program must be completed with a "C" or better.

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Heating, Air Conditioning and Refrigeration Technology, Associate of Applied Science

If you like working with your hands and wish to enter the workforce quickly, then consider a career as a Heating, Air Conditioning and Refrigeration (HART) Technician.

We offer hands-on, technical training in small classes at an affordable price. Our professors provide one-on-one assistance in a warm, close-knit atmosphere, making the learning process much easier for you. Our curriculum will prepare you to assist in planning, installing, operating and maintaining air conditioning and refrigeration equipment.

Upon graduation, you will have the necessary skills to work efficiently with engineers, system designers, skilled craftsmen, salespersons and others in the field.

Heating, Air Conditioning and Refrigeration Technology: Entry Level, Certificate of Proficiency

Everyone knows that Texas heat is not to be messed with, which is why becoming an air conditioning technician is a smart career decision. Our program can help you get the training you'll need in order to capitalize on a popular industry.

Our entry level certificate will provide you with the fundamentals needed to start working. You will learn the how to operate, maintain and repair air conditioning and refrigeration equipment.

Upon graduation, you will be ready to work in a field with high demand for technicians.

Heating, Air Conditioning and Refrigeration Technology: Advanced Level, Certificate of Proficiency

Do you already have the basic skill set for heating, air conditioning and refrigeration repair, and are ready to take the next step? Our advanced level certificate will build on your current foundation and provide you with a new skills to further your career.

Our professors will teach you how to help plan and install residential and commercial systems. We provide one-on-one assistance in a warm, close-knit atmosphere, making the learning process much easier for you.

The HART industry is constantly shifting due to rapid changes in technology. The need for extremely skilled, knowledgeable technicians who can adjust to these changes is on the rise and there's no better place for you to get the highly specialized education you'll need than TJC.

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

HART 1400 HVAC Duct Fabrication
HART 1401 Basic Electricity for HVAC
HART 1407 Refrigeration Principles
HART 1403 Air Conditioning Control Principles
HART 1441 Residential Air Conditioning
HART 1445 Gas and Electric Heating
HART 2442 Commercial Refrigeration
HART 2438 Air Conditioning Installation and Startup
HART 2445 Residential Air Conditioning Systems Design
HART 2336 Air Conditioning Troubleshooting
HART 2349 Heat Pumps
HART 2357 Specialized Commercial Refrigeration

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Course Sequence:

FIRST SEMESTER		**Credit Hours**
HART 1400	HVAC Duct Fabrication	4
HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
ENGL 1301	**Composition I**	**3**

SECOND SEMESTER		
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
MATH 1314	**College Algebra** *OR*	**3**
	MATH 1316 *OR*	
	MATH 1324 *OR*	
	MATH 1332	

THIRD SEMESTER		
HART 2442	Commercial Refrigeration	4
HART 2438	Air Conditioning Installation and Startup	4
HART 2445	Residential Air Conditioning Systems Design	4
XXXX x3xx	**Government/Political Science Core** *OR*	**3**
	ECON 2301 *OR*	
	PSYC 2301 *OR*	
	SOCI 1301	

FOURTH SEMESTER		
HART 2336	Air Conditioning Troubleshooting	3
HART 2349	Heat Pumps	3
HART 2357	Specialized Commercial Refrigeration	3
SPCH 1321	**Business and Professional Communication**	**3**
PHIL 2306	**Introduction to Ethics**	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

NOTE: Applicants must meet the admission requirements for TJC and achieve minimum scores on the TSI assessments in reading, writing, and math, and on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend heating, air conditioning and refrigeration orientation.

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ENTRY LEVEL

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER

HART 1400 HVAC Duct Fabrication 4
HART 1401 Basic Electricity for HVAC 4
HART 1407 Refrigeration Principles 4

SECOND SEMESTER

HART 1403 Air Conditioning Control Principles 4
HART 1441 Residential Air Conditioning 4
HART 1445 Gas and Electric Heating 4

Total Semester Hours—24

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. However, the passage of the Bennett test cannot exclude a student from enrollment in a Level 1 (CERT1) program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend air conditioning orientation.

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ADVANCED LEVEL

Certificate of Proficiency

TSI Exempt

Prerequisite

HART 1401 Basic Electricity for HVAC 4
HART 1407 Refrigeration Principles 4
HART 1403 Air Conditioning Control Principles 4
HART 1441 Residential Air Conditioning 4
HART 1445 Gas and Electric Heating 4

FIRST SEMESTER

HART 2442 Commercial Refrigeration 4
HART 2438 Air Conditioning Installation and Startup 4
HART 2445 Residential Air Conditioning Systems Design 4

SECOND SEMESTER

HART 2336 Air Conditioning Troubleshooting 3
HART 2349 Heat Pumps 3
HART 2357 Specialized Commercial Refrigeration 3

Total Semester Hours—41

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. However, the passage of the Bennett test cannot exclude a student from enrollment in a Level 1 (CERT1) program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend air conditioning orientation.

HISTORY

History, Associate of Arts

Understanding your past is a key element to shaping your future. This is why a History degree can be an excellent asset to have. With a degree in history you'll have a solid foundation to begin a number of careers such as business, communications, education, politics, journalism, law or publishing.

Studying history at TJC can be a great start to your academic career. Our program provides you with the first two years of United States History and Western Civilization coursework. In addition to that, we offer a broad selection of liberal arts courses that will make transferring to a four-year institution stress-free.

HISTORY

Associate of Arts

TSI Complete

Major CoursesΔ ..... 16 credits

HIST 2311 Western Civilization I
HIST 2312 Western Civilization II
GEOG 1303 World Regional Geography

Select 2:

HIST 2381 African-American History *OR*
ECON 2302 Principles of Microeconomics *OR*
HUMA 1301 Introduction to the Humanities I *OR*
HUMA 1302 Introduction to the Humanities II *OR*
HUMA 2319 American Minority Studies *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 1304 Introduction to World Religions *OR*
PHIL 2306 Introduction to Ethics *OR*
SOCI 1301 Introductory Sociology *OR*
SOCI 2319 Minority Studies *OR*
COMM 1307 Introduction to Mass Communication

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
EDUC 1300 Learning Framework	3
XXXX x4xx Life and Physical Sciences Core	4
GOVT 2305 Federal Government	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II *OR* HIST 2301	3
XXXX x4xx Life and Physical Sciences Core	4
GOVT 2306 Texas Government	3
MATH 1324 Mathematics for Business & Social Sciences *OR* MATH 1314 *OR* MATH 1316 *OR* MATH 1332 *OR* MATH 1342	3
THIRD SEMESTER	
SPCH 1315 Public Speaking *OR* SPCH 1321	**3**
XXXX x3xx Language, Philosophy, and Culture Core	3
HIST 2311 Western Civilization I	3
GEOG 1303 World Geography	3
XXXX x3xx Social and Behavioral Sciences Core	3
FOURTH SEMESTER	
XXXX x3xx Creative Arts Core	3
XXXX x3xx Majors Elective	3
HIST 2312 Western Civilization II	3
HIST 2381 African American History	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

HUMAN SERVICES

Human Services Addiction Counseling, Associate of Applied Science

Addiction counselors are professional counselors that provide individual counseling, group counseling, and educational services to individuals and families experiencing the effects of alcohol and drug abuse addictions.

Our Addiction Counseling degree prepares you to pursue a career as a Licensed Chemical Dependency Counselor (LCDC). This program meets all requirements of the Texas Department of State Health Services and prepares you to become a Counselor Intern.

The program also provides the educational and practicum hours necessary for partial fulfillment of Texas state licensing requirements to become a Licensed Chemical Dependency Counselor. Current state requirements for licensure include:

1. Completion of an associate's degree.
2. Completion of 300 hours of practicum experience under the auspices of an accredited institution of higher education or proprietary school.
3. Passing a comprehensive written examination and an oral exam based on a case study prepared by the candidate. The Texas Certification Board of Addiction Professionals conducts the exams.
4. Completion of at least 4,000 hours of supervised work experience following the State Department of Health Services (formerly TCADA) standards.

After graduating with your AAS degree, you may continue your studies by submitting your degree to a cooperating senior institution to be accepted as an "inverted degree." Contact the department chair or academic advisor for more information.

Human Services Addiction Counseling, Certificate

Our Human Services Addiction Counseling certificate provides you with the knowledge and skills to pursue employment or career advancement as an addiction professional.

Human Services Community Health Worker, Certificate

Our Community Health Worker certificate prepares you to work in public health, private health care agencies, community based social service agencies, and health care insurance organizations. With this certificate, you could provide services to others that increase wellness and improve access to health services through outreach activities.

Our faculty will train you to develop positive relationships with individuals who need assistance and support in developing healthy behaviors, utilizing health resources and gaining educational support to prevent or alleviate the effects of chronic disease.

Emphasis is on health education, health promotion and community outreach. Coursework in this program is intended to develop and enhance the skills of community health advisors, social and human service assistants, and other people interested in working in the field of social work, community health and advocacy.

The Community Health Worker program is certified by the Texas Department of State Health Services as an authorized and certified training site for Community Health Workers

HUMAN SERVICES:

ADDICTION COUNSELING

Associate of Applied Science

TSI Complete

Major Courses ..... 42 credits

DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling
DAAC 2307 Addicted Family Intervention
DAAC 1319 Substance-Related and Addictive Disorders
CMSW 1341 Behavior Modification with Cognitive Disorder
DAAC 1304 Pharmacology of Addiction
DAAC 2330 Multicultural Counseling
DAAC 1311 Counseling Theories
DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions
DAAC 1305 Co-Occurring Disorders
DAAC 1317 Basic Counseling Skills
DAAC 2354 Dynamics of Group Counseling
DAAC 2341 Counseling Alcohol and Other Drug Addictions
DAAC 2343 Current Issues
DAAC 2367 Practicum (or Field Experience) - Substance Abuse/Addiction Counseling

General Education Requirements..... 18 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 42
General Education Requirements: 18
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**CREDIT HOURS**
DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling	3
DAAC 2307 Addicted Family Intervention	3
DAAC 1319 Substance-Related and Addictive Disorders	3
SOCI 1306 Social Problems	**3**
MATH 1314 College Algebra *OR*	**3**
MATH 1332 *OR*	
MATH 1342 *OR*	
BIOL 1409 *OR*	
BIOL 2404 *OR*	
CHEM 1406 *OR*	
GEOL 1401	

SECOND SEMESTER	
CMSW 1341 Behavior Modification with Cognitive Disorder	3
DAAC 1304 Pharmacology of Addiction	3
DAAC 2330 Multicultural Counseling	3
DAAC 1311 Counseling Theories	3
COSC 1301 Introduction to Computing	**3**

THIRD SEMESTER	
DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC 1305 Co-Occurring Disorders	3
DAAC 1317 Basic Counseling Skills	3
DAAC 2354 Dynamics of Group Counseling	3
ENGL 1301 Composition I	**3**

FOURTH SEMESTER	
DAAC 2341 Counseling Alcohol and Other Drug Addictions	3
DAAC 2343 Current Issues	3
DAAC 2367 Practicum (or Field Experience) Substance Abuse/Addiction Counseling	3
SPCH 1321 Business and Professional Communications	**3**
HUMA 1301 Introduction to the Humanities I	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Students must consult with an academic advisor before enrolling in courses each semester. Courses must be taken in sequence and may have a prerequisite course. All entering students must see the department chair in order to attend orientation. Courses must be completed with a "C" or better for completion of degree.

Students enrolled in developmental courses are restricted to DAAC 1391, 2307 and 1319 until all required developmental courses have been completed.

A Human Services: Addiction Counselor Training program student must earn at least a grade of "C" in all courses needed for graduation.

HUMAN SERVICES:

ADDICTION COUNSELING

Certificate of Proficiency

TSI Complete

FIRST SEMESTER

DAAC 1391	Special Topics in Alcohol/Drug Abuse Counseling	3
DAAC 2307	Addicted Family Interventions	3
DAAC 1319	Substance Related & Addictive Disorders	3

SECOND SEMESTER

CMSW 1341	Behavior Modification and Cognitive Disorder	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 2330	Multicultural Counseling	3
DAAC 1311	Counseling Theories	3

THIRD SEMESTER

DAAC 1305	Co-Occurring Disorders	3
DAAC 1309	Assessment Skills of Alcohol and Other Drug Addictions	3
DAAC 1317	Basic Counseling Skills	3
DAAC 2354	Dynamics of Group Counseling	3

FOURTH SEMESTER

DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2343	Current Issues	3
DAAC 2367	Practicum-Alcohol/Drug Abuse Counseling	3

Total Semester Hours—42

Students must consult with an academic advisor before enrolling in courses each semester.

Courses must be taken in sequence and may have a prerequisite course. All entering students must see the department chair in order to attend orientation. Courses must be completed with a "C" or better for completion of degree.

HUMAN SERVICES:

COMMUNITY HEALTH WORKER

Certificate of Proficiency

TSI Exempt

CHLT 1301	Introduction to Community Health	3
CHLT 1302	Wellness and Health Promotion	3
CHLT 1340	Community Health Advocacy	3
CHLT 1342	Community Health Field Methods	3
CHLT 1391	Special Topics in Community Health Liaison	3
CHLT 2367	Practicum (or Field Experience) - Community Health Services/Liaison/ Counseling	3

Total Semester Hours - 18

MATHEMATICS

Mathematics, Associate of Science

Mathematics is one of the oldest and most fundamental sciences and can provide you with a wide variety of careers including technology, liberal arts, business, education, science, engineering and mathematics.

Our small class sizes and dedicated faculty provide you the platform to succeed with your long-term goals. We designed the curriculum in a way that allows you to seamlessly transfer to a four-year institution and complete your baccalaureate.

With a degree in Mathematics, the possibilities are countless.

MATHEMATICS

Associate of Science

TSI Complete

Major Courses$^{\Delta}$ ..... 16 credits

MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III
MATH 2320 Differential Equations *OR*
MATH 2318 Linear Algebra

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
MATH x3xx Mathematics Core	3
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
EDUC 1300 Learning Framework	3
XXXX x3xx Language, Philosophy, and Culture Core	3

SECOND SEMESTER	
MATH 2413 Calculus I	4
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II *OR* HIST 2301	3
XXXX x3xx Social and Behavioral Sciences Core	3
XXXX x4xx Life and Physical Sciences Core	4

THIRD SEMESTER	
MATH 2414 Calculus II	4
GOVT 2305 Federal Government	3
XXXX x4xx Life and Physical Sciences Core	4
SPCH 1315 Public Speaking *OR* SPCH 1321	3

FOURTH SEMESTER	
MATH 2320 Differential Equations *OR* MATH 2318	4
GOVT 2306 Texas Government	3
XXXX x3xx Creative Arts Core	3
XXXX x3xx Elective	3
MATH 2415 Calculus III	4

Total Semester Hours—60

$^{\Delta}$Classes chosen in major must be different from courses used for Core requirements.

NOTE: Prospective math majors may be eligible to enroll in MATH 2413 during their first semester and are encouraged to meet with the chair of the mathematics department prior to the start of their first semester.

A grade of "C" or higher is required to progress through the math sequence.

The mathematics class in which the student is allowed to enroll is based upon placement test scores or mathematics courses completed in College.

MEDICAL LABORATORY TECHNOLOGY

Medical Laboratory Technology, Associate of Applied Science

Our Medical Laboratory Technology AAS offers you a two-year program designed to provide understanding, proficiency and skill in medical laboratory technology.

Our faculty guides you through a curriculum of general education and medical laboratory technology courses offering you the opportunity for specialized workforce development and occupational experience. Practical experience is a part of our program and you will be assigned to one of the affiliated hospitals and laboratories under the general supervision of the faculty employed by TJC.

When you have completed our program, you will have entry level competency in all areas of a clinical laboratory. Additionally, you will be eligible to apply for admission to sit for the certification examination administered by the American Society of Clinical Pathologists (ASCP), or other certifying agencies for medical laboratory technology. This program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), [5600 N. River Rd., Suite 720, Rosemont, IL 60018; telephone: 773–714–8880; FAX: 773–714–8886; e-mail: naaclsinfo@naacls.org; website: www.naacls.org].

Please see tjc.edu/MLT for information on how to apply to this selective admissions program.

MEDICAL LABORATORY TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 36 credits

MLAB 1201 Introduction to Clinical Laboratory Science
MLAB 1415 Hematology
PLAB 1223 Phlebotomy
MLAB 2534 Microbiology
MLAB 1235 Immunology/Serology
MLAB 1231 Parasitology/Mycology
MLAB 1311 Urinalysis and Body Fluids
MLAB 2501 Clinical Chemistry
MLAB 2431 Immunohematology
MLAB 1227 Coagulation
MLAB 2466 Practicum (or Field Experience) - Clinical/Medical Laboratory Technician
MLAB 2167 Practicum (or Field Experience) - Clinical/Medical Laboratory Technician

General Education Requirements..... 24 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36
General Education Requirements: 2
Total Semester Hours: 60

Recommended Course Sequence:

PREREQUISITE*		CREDIT HOURS
BIOL 2401	**Anatomy & Physiology I**	**4**

FIRST SEMESTER

MLAB 1201	Introduction to Clinical Laboratory Science	2
MLAB 1415	Hematology	4
PLAB 1223	Phlebotomy	2
ENGL 1301	**Composition I**	**3**
MATH 1314	**College Algebra**	**3**

SECOND SEMESTER

MLAB 2534	Microbiology	5
MLAB 1235	Immunology/Serology	2
MLAB 1231	Parasitology/Mycology	2
CHEM 1406	**Introductory Chemistry I-- Allied Health Emphasis** *OR* **CHEM 1411**	**4**

SUMMER II

MLAB 1311	Urinalysis and Body Fluids	3
PSYC 2314	**Lifespan Growth & Development** *OR* **PSYC 2301** *OR* **SOCI 1301**	**3**

THIRD SEMESTER

MLAB 2501	Clinical Chemistry	5
MLAB 2431	Immunohematology	4
MLAB 1227	Coagulation	2
BIOL 2402	**Anatomy and Physiology II**	**4**

FOURTH SEMESTER

MLAB 2466	Practicum (or Field Experience) - Clinical/Medical Laboratory Technician	4

SUMMER I

MLAB 2167	Practicum (or Field Experience) Clinical/Medical Laboratory Technician	1
PHIL 2306	**Introduction to Ethics** *OR* **HUMA 1301**	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses and may be taken prior to acceptance into the program.*

**BIOL 2401 or CHEM 1406 or 1411 must be completed with a "C" or better before application to the medical laboratory technology program. Students substituting 1406 or 1411 as the prerequisite for BIOL 2401 will still be required to complete BIOL 2401 as part of the AAS degree.*

Selective Admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "C" or better for degree completion. Contact the department chair for details.

MEDICAL OFFICE MANAGEMENT

Medical Office Management, Associate of Applied Science

One of the fastest growing occupations in the health care field is medical office management. To fit this growing need for skillful professionals, we offer an Associate of Applied Science and certificate of proficiency in Medical Office Management.

The Medical Office Management program is committed to meeting the needs of the medical community by providing well-qualified employees who understand the principles of medical office work.

During your time at TJC you will receive specialized training from our expert faculty in the knowledge of medical administrative procedures, as well as learn excellent interpersonal skills and how to be an effective office administrator.

Upon graduation you will be highly-qualified to seek employment or continue on to earn a Bachelor of Applied Arts and Sciences (BAAS) at a four-year institution.

With a degree from TJC you'll be ready to enter the workforce in no time.

Medical Office Management, Certificate of Proficiency

Our Medical Office Management program will help you become a professionally trained individual who will promote the smooth day-to-day operation of a medical office or department within a health care facility.

Our expert faculty and sound curriculum will help you gain a strong background in medical office skills as well as business communication and customer service.

With the skills taught in our certificate program, in addition to your current medical office work skills, you will have the foundation to work in physicians' offices, hospitals, insurance call centers, outpatient clinics and more in half the time and at minimal cost. Perfect for those students who are on a strict budget.

Medical Office Management: Medical Insurance Coding Specialist, Certificate of Proficiency

Coding specialists are essential to the day to day operations of a healthcare facility and also serve as important links between patients and physicians.

Our program is designed to prepare you to pursue national certifications in medical coding. Coding involves surgeries and procedures, reconciling claims, conducting appeals, completing insurance forms, obtaining pre-authorizations and handling billing and collections.

This certificate is a great option for someone who already has a degree or work experience in the field and is looking to add to their foundation.

MEDICAL OFFICE MANAGEMENT

Associate of Applied Science

TSI Complete

Major Courses ..... 41 credits

POFM 1317 Medical Administrative Support
HITT 1305 Medical Terminology I
POFM 1327 Medical Insurance
ITSW 1301 Introduction to Word Processing
POFT 1301 Business English
HRPO 2307 Organizational Behavior
POFT 1321 Business Math
POFT 1313 Professional Workforce Preparation
POFM 1300 Medical Coding Basics
ITSW 1304 Introduction to Spreadsheets
POFM 2310 Intermediate Medical Coding
POFM 1302 Medical Software Applications
POFM 2280 Cooperative Education - Medical Administrative/Executive Assistant and Medical Secretary
HITT 2245 Coding Certification Exam Review
HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals

General Education Requirements..... 19 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 41
General Education Requirements: 19
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**CREDIT HOURS**
POFM 1317 Medical Administrative Support	3
HITT 1305 Medical Terminology I	3
POFM 1327 Medical Insurance	3
ITSW 1301 Introduction to Word Processing	3
POFT 1301 Business English	3
SECOND SEMESTER	
HRPO 2307 Organizational Behavior	3
POFT 1321 Business Math	3
POFT 1313 Professional Workforce Preparation	3
POFM 1300 Medical Coding Basics	3
SPCH 1321 Business and Professional Communication	**3**
THIRD SEMESTER	
ITSW 1304 Introduction to Spreadsheets	3
BIOL 2404 Introduction to Anatomy & Physiology	**4**
POFM 2310 Intermediate Medical Coding	3
ENGL 1301 Composition I	**3**
POFM 1302 Medical Software Applications	3
FOURTH SEMESTER	
POFM 2280 Cooperative Education - Medical Administrative/Executive Assistant and Medical Secretary	2
ENGL 2311 Technical and Business Writing	**3**
PSYC 2301 General Psychology *OR* PYSC 2314	**3**
ARTS 1301 Art Appreciation *OR* MUSI 1306	**3**
HITT 2245 Coding Certification Exam Review	2
HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals	1

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

All required courses of the MOMG program must be completed with a "C" or better.

MEDICAL OFFICE MANAGEMENT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	CREDIT HOURS
HITT 1305 Medical Terminology I	3
POFM 1317 Medical Administrative Support	3
POFM 1327 Medical Insurance	3
POFT 1301 Business English	3
POFT 1321 Business Math	3
ITSW 1301 Introduction to Word Processing	3
SECOND SEMESTER	
POFM 1300 Basic Medical Coding	3
HRPO 2307 Organizational Behavior	3
ITSW 1304 Introduction to Spreadsheets	3
POFM 1302 Medical Software Applications	3
POFT 1313 Professional Workforce Preparation	3

Total Semester Hours—33

MEDICAL OFFICE MANAGEMENT:

MEDICAL INSURANCE CODING SPECIALIST

Certificate of Proficiency

TSI Exempt

PREREQUISITE	CREDIT HOURS
HITT 1305 Medical Terminology I	3
FIRST SEMESTER	
POFM 1300 Basic Medical Coding	3
POFM 1327 Medical Insurance	3
SECOND SEMESTER	
HITT 2245 Coding Certification Exam Review	2
BIOL 2404 Anatomy and Physiology	4
POFM 2310 Intermediate Medical Coding	3

Total Semester Hours—18

MUSIC

Music, Associate of Arts - Field of Study

Music is a gateway to creativity. Our degree gives you the foundation to bring art to life, a chance to let your passion soar.

Our program in music provides the approved field of study for all music majors intending to transfer to a college or university. We offer an array of courses so that you can receive a thorough, comprehensive knowledge of music while getting a diverse study of liberal arts. Choose your specialization from a variety of concentrations.

With our program, you will be well trained and prepared to transfer to any four-year school after graduation.

MUSIC

Associate of Arts - Field of Study

TSI Complete

Field of Study Courses..... 36 credits

MUSI 1311 Music Theory I
MUSI 1312 Music Theory II
MUSI 2311 Music Theory III
MUSI 2312 Music Theory IV
MUSI 1116 Sight Singing & Ear Training I
MUSI 1117 Sight Singing & Ear Training II
MUSI 2116 Sight Singing & Ear Training III
MUSI 2117 Sight Singing & Ear Training IV
MUSI 1308 Music Literature I
MUEN x1xx Music majors are required to select at least one ensemble per semester (instrumental or vocal)**
[5 hours total required]
MUAP x2xx Music majors are required to select one concentration instrument per semester
[8 hours total required]
MUSI 1181 Class Piano
MUSI 1182 Class Piano
MUAP x1xx Music majors are required to select one secondary piano lesson per semester
[2 hours total required]

TJC Core Curriculum ..... 24 credits

In addition to the Field of Study Courses, the student is required to take 24 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the field of study course requirement.

Field of Study Courses: 36
TJC Core Curriculum: 24
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
MUSI 1311 Music Theory I	3
MUSI 1116 Sight Singing & Ear Training I	1
MUEN 11xx Ensemble (band, choir, guitar)	1
MUAP 12xx Primary Applied Lessons	2
MUSI 1181 Piano Class I	1
MUSI 1308 Music Literature	3
XXXX x3xx Component Area Option Core	3
SECOND SEMESTER	
MUSI 1312 Music Theory II	3
MUSI 1117 Sight Singing & Ear Training II	1
MUEN 11xx Ensemble (band, choir, guitar)	1
MUAP 12xx Primary Applied Lessons	2
MUSI 1182 Piano Class II	1
ENGL 1301 Composition I	3
SPCH 1315 Public Speaking *OR* SPCH 1321	3
THIRD SEMESTER	
MUSI 2311 Music Theory II	3
MUSI 2116 Sight Singing & Ear Training III	1
MUAP 2169 Secondary Piano	1
HIST 1301 United States History I	3
GOVT 2305 Federal Government	3
MATH 1314 College Algebra *OR* MATH 1316 MATH 1324 MATH 1332 MATH 1342	3
MUEN 21XX Ensemble (band, choir, guitar)	1
MUAP 22XX Primary Applied Lessons	2
FOURTH SEMESTER	
MUSI 2312 Music Theory IV	3
MUSI 2117 Sight Singing & Ear Training IV	1
MUAP 2170 Secondary Piano	1
MUEN 21xx Ensemble (band, choir, guitar)	1
MUEN 21xx Ensemble (band, choir, guitar)	1
MUAP 22xx Primary Applied Lessons	2
HIST 1302 United States History II *OR* HIST 2301	3
GOVT 2306 Texas Government	3

Total Semester Hours—60

**The Applied Concentration for a music major must be a 2 credit lesson, and may be any brass, woodwind, string or percussion instrument; piano, voice, guitar.*

***Piano is required for all music majors. Piano majors must select a different secondary instrument.*

Music Majors must take a Theory Placement exam prior to beginning MUSI 1311, Theory 1.

Instrumental wind and percussion instruments are required to audition for ensembles. Vocal majors must register for Concert Choir, and are encouraged to audition for Chamber Singers and Harmony and Understanding.

Ensembles included: Apache Band, Wind Ensemble, Symphonic Band, Jazz Band, Apache Indoor Percussion, Apache Pan, Guitar Ensemble, Concert Choir, Chamber Singers, and Harmony and Understanding.

MUSICAL THEATRE

Musical Theatre, Associate of Arts

We prepare you for the Broadway musical theatre scene by putting you up against exciting and invigorating challenges that deliver a wealth of experience, growth and maturity.

Our program, with it's small class sizes and creative professors, offers hands-on training in music, dance and theatre, while developing your skills through classroom, workshop and varied performance opportunities.

Once complete you will be ready to start your real-world performances or continue your educational pathway with a baccalaureate.

MUSICAL THEATRE

Associate of Arts

TSI Complete

Major CoursesΔ ..... 16 credits

MUSI 1181 Piano Class I
MUAP 1181 Voice
MUAP 1182 Voice
MUAP 2181 Voice
MUAP 2182 Voice
DANC 1141 Ballet I
Choose 3:
DRAM 1322 Stage Movement *OR*
DRAM 1330 Stagecraft I *OR*
DRAM 1341 Makeup *OR*
DRAM 1342 Introduction to Costume *OR*
DRAM 1351 Acting I *OR*
DRAM 1352 Acting II *OR*
DRAM 2331 Stagecraft II *OR*
DRAM 2336 Voice for the Theatre *OR*
DRAM 2361 History of Theatre I *OR*
DRAM 2362 History of Theatre **II**
Choose 1:
DANC 1145 Modern Dance I *OR*
DANC 1147 Jazz Dance I *OR*
DANC 1110 Tap I

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**CREDIT HOURS**
EDUC 1300 Learning Framework	3
HIST 1301 United States History I	3
MATH xxxx Mathematics Core	3
MUAP 1181 Voice (Fall Only)	1
DANC 1141 Ballet I	1
DRAM x3xx Drama Elective	3

SECOND SEMESTER	
ENGL 1301 Composition I	3
HIST 1302 United States History II *OR* HIST 2301	3
XXXX x3xx Creative Arts Core	3
XXXX x3xx Social and Behavioral Sciences Core	3
DRAM X3xx Drama Elective	3
MUAP 1182 Voice	1
MUSI 1181 Piano Class I	1

THIRD SEMESTER	
GOVT 2305 Federal Government	3
XXXX x4xx Life and Physical Sciences Core	4
XXXX x3xx Language, Philosophy, and Culture Core	3
DRAM X3xx Drama Elective	3
DANC 1145 Modern Dance I *OR* DANC 1147 DANC 1110	1
MUAP 2181 Voice (Fall Only)	1

FOURTH SEMESTER	
GOVT 2306 Texas Government	3
XXXX x4xx Life and Physical Sciences Core	4
SPCH 1315 Public Speaking *OR* SPCH 1321	3
ENGL 1302 Composition II *OR* ENGL 1311	3
MUAP 2182 Voice	1

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

NURSING

Nursing: ADN, Associate of Applied Science

Becoming a nurse is both gratifying and challenging. But those who do so, make significant impacts on society.

We offer a traditional, integrated program, that is two-years long and approved by the Texas Board of Nursing. Our small class sizes, state-of-the-art facilities and expert, hands-on faculty will teach you the skills you need to pursue and succeed in this career field.

Nursing is not only a gratifying experience, but it can also be a lucrative career choice. Nursing is one of the fastest growing occupations in the United States. With a strong, educational background from TJC, you'll be ready to enter the workforce in no time.

Enrollment in this program is limited. See the Selective Admissions requirements in the Admission section of this Catalog.

Nursing: LVN to ADN Transition, Associate of Applied Science

As an LVN, you know how important nurses are. Take the next step in your nursing career by transitioning to an RN.

Our LVN to ADN transition program is for licensed LVNs. This is a rigorous training program, but is a great way for you to take your career to the next level while obtaining your Associate of Applied Science degree. You will soon have the next level of skills you need to continue your career.

Enrollment in this program is limited. See the Selective Admissions requirements in the Admission section of this Catalog.

Nursing: Paramedic to ADN Transition, Associate of Applied Science

As a paramedic, you know how important nurses are. We are here to help you transition into one of the fastest growing fields in the country. Our paramedic to ADN degree transfer program is for national registry certified or state certified paramedics.

With state-of-the-art facilities, small class sizes and expert, hands-on faculty, you will soon have the next level of skills you need to continue your career. While a rigorous program, our Paramedic to ADN degree transition allows you to advance your current skillset, and move to helping people inside, instead of on the road.

Enrollment in this program is limited. See the Selective Admissions requirements in the Admission section of this Catalog.

Nursing: Vocational (VN), Certificate of Proficiency

Vocational nurses contribute to the plan of care by collaborating with the interdisciplinary team members and with the patient's family. Our graduates can readily integrate technical skills and use of computers and equipment into practice.

Our Vocational Nursing (VN) program is designed to prepare you to provide nursing care within a directed scope of practice under appropriate supervision. Once graduated, you will be able to use a systematic problem-solving process in the care of multiple patients with predictable health care needs to provide individualized, goal-directed nursing care.

Our program represents the beginning level of the nursing practice continuum in the roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Successful completion of TJC's VN curriculum leads to a Certificate of Proficiency.

After graduating, you will be qualified to apply for the National Council Licensure Exam for Licensed Vocational Nurses. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

Please see tjc.edu/VNE for information on how to apply to this selective admissions program.

NURSING, ASSOCIATE DEGREE (ADN)

Associate of Applied Science

TSI Complete

Major Courses ..... 36 credits

RNSG 1216 Professional Nursing Competencies
RNSG 1128 Introduction to Health Care Concepts
RNSG 1430 Health Care Concepts I
RNSG 1125 Professional Nursing Concepts I
RNSG 1161 Clinical I-Registered Nursing/Registered Nurse
RNSG 1533 Health Care Concepts II
RNSG 1126 Professional Nursing Concepts II
RNSG 2362 Clinical II - Registered Nursing/Registered Nurse
RNSG 1538 Health Care Concepts III
RNSG 1137 Professional Nursing Concepts III
RNSG 2363 Clinical III - Registered Nursing/Registered Nurse
RNSG 2539 Health Care Concepts IV
RNSG 2138 Professional Nursing Concepts IV
RNSG 2360 Clinical IV - Registered Nursing/Registered Nurse

General Education Requirements..... 24 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36
General Education Requirements: 24
Total Semester Hours: 60

Course Sequence:

PREREQUISITE	**Credit Hours**
BIOL 2401 Anatomy and Physiology I	**4**
PSYC 2314 Life Span Growth and Development	**3**
ENGL 1301 Composition I	**3**

FIRST SEMESTER	
PSYC 2301 General Psychology	**3**
RNSG 1216 Professional Nursing Competencies	2
RNSG 1128 Introduction to Health Care Concepts	1
RNSG 1430 Health Care Concepts I	4
RNSG 1125 Professional Nursing Concepts I	1
RNSG 1161 Clinical I-Registered Nursing/Registered Nurse	1

SECOND SEMESTER	
BIOL 2420 Microbiology for Non-Science Majors	**4**
RNSG 1533 Health Care Concepts II	5
RNSG 1126 Professional Nursing Concepts II	1
RNSG 2362 Clinical II - Registered Nursing/Registered Nurse	3

THIRD SEMESTER	
BIOL 2402 Anatomy & Physiology II	**4**
RNSG 1538 Health Care Concepts III	5
RNSG 1137 Professional Nursing Concepts III	1
RNSG 2363 Clinical III - Registered Nursing/Registered Nurse	3

FOURTH SEMESTER	
RNSG 2539 Health Care Concepts IV	5
RNSG 2138 Professional Nursing Concepts IV	1
RNSG 2360 Clinical IV- Registered Nursing/Registered Nurse	3
XXXX x3xx Language, Philosophy and Culture Core *OR* **XXXX x3xx Creative Arts Core**	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

Non-nursing courses may be taken prior to placement in the ADN program.

All students, especially those with English as a second language, are recommended to take Medical Terminology prior to enrolling in nursing courses.

All general education prerequisites must be completed prior to fourth semester.

All courses must be completed with a "C" or better. Special admission and retention rules apply. Contact the department chair for details.

BIOL 2401, ENGL 1301 and PSYC 2314 must be completed prior to application to the ADN program.

NURSING, ASSOCIATE DEGREE (ADN):

LVN-ADN TRANSITION

Associate of Applied Science

TSI Complete

Major Courses .....36* credits

RNSG 1172 Professional Nursing Competencies
RNSG 1163 Transitional Clinical I
RNSG 1324 Concept-based Transition to Professional Nursing Practice
RNSG 1170 Introduction to Health Care Concepts
RNSG 1538 Health Care Concepts III
RNSG 1137 Professional Nursing Concepts III
RNSG 2363 Clinical III-Registered Nursing
RNSG 2539 Health Care Concepts IV
RNSG 2138 Professional Nursing Concepts IV
RNSG 2360 Clinical IV-Registered Nursing

General Education Requirements..... 24 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 36
General Education Requirements: 24
Total Semester Hours: 60

Course Sequence:

PREREQUISITE **Credit Hours**

BIOL 2401 Anatomy and Physiology I....4
BIOL 2402 Anatomy and Physiology II....4
PSYC 2301 General Psychology....3
PSYC 2314 Lifespan Growth and Development....3
ENGL 1301 Composition I....3
XXXX x3xx Language, Philosophy and Culture Core *OR* **3**
XXXX x3xx Creative Arts Core

SECOND SEMESTER

RNSG 1172 Professional Nursing Competencies....1
RNSG 1163 Transitional Clinical I....1
RNSG 1324 Concept-based Transition to Professional Nursing Practice....3
RNSG 1170 Introduction to Health Care Concepts....1

THIRD SEMESTER

BIOL 2420 Microbiology for Non-Science Majors....4
RNSG 1538 Health Care Concepts III....5
RNSG 1137 Professional Nursing Concepts III....1
RNSG 2363 Clinical III-Registered Nursing....3

FOURTH SEMESTER

RNSG 2539 Health Care Concepts IV....5
RNSG 2138 Professional Nursing Concepts IV....1
RNSG 2360 Clinical IV-Registered Nursing....3

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

All courses must be completed with a "C" or better.

Non-nursing courses must be taken in the order listed in the degree plan unless previously taken with a grade of "C" or better.

BIOL 2420 must be completed prior to the fourth semester.

All of the above prerequisite courses must be completed with a grade of "C" or better in order to apply to the program. However, students may submit an application if two (2) or fewer courses are currently "in progress" during the application period and all other prerequisite courses are complete at the time of application. BIOL 2401 must be complete at the time of application, students may not apply if this class "in progress".

** Upon successful completion of RNSG 1172, RNSG 1163, RNSG 1324 and RNSG 1170 the transition student will earn an additional twelve (12) credit hours of equivalency credit. The transition option graduate will have earned a minimum total of 60 credit hours and the associate of applied science degree in nursing.*

NURSING, ASSOCIATE DEGREE (ADN):

PARAMEDIC-ADN TRANSITION

Associate of Applied Science

TSI Complete

Major Courses .....36* credits

RNSG 1172 Professional Nursing Competencies
RNSG 1162 Transitional Clinical Paramedic I
RNSG 1324 Concept-based Transition to Professional Nursing Practice
RNSG 1170 Introduction to Health Care Concepts
RNSG 1538 Health Care Concepts III
RNSG 1137 Professional Nursing Concepts III
RNSG 2363 Clinical III-Registered Nursing
RNSG 2539 Health Care Concepts IV
RNSG 2138 Professional Nursing Concepts IV
RNSG 2360 Clinical IV-Registered Nursing

General Education Requirements..... 24 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36
General Education Requirements: 24
Total Semester Hours: 60

Course Sequence:

PREREQUISITE		Credit Hours
BIOL 2401	**Anatomy and Physiology I**	**4**
BIOL 2402	**Anatomy and Physiology II**	**4**
PSYC 2301	**General Psychology**	**3**
PSYC 2314	**Lifespan Growth and Development**	**3**
ENGL 1301	**Composition I**	**3**
XXXX x3xx	**Language, Philosophy and Culture Core *OR* XXXX x3xx Creative Arts Core**	**3**

SECOND SEMESTER		
RNSG 1172	Professional Nursing Competencies	1
RNSG 1162	Transitional Clinical Paramedic I	1
RNSG 1324	Concept-based Transition to Professional Nursing Practice	3
RNSG 1170	Introduction to Health Care Concepts	1

THIRD SEMESTER		
BIOL 2420	**Microbiology for Non-Science Majors**	**4**
RNSG 1538	Health Care Concepts III	5
RNSG 1137	Professional Nursing Concepts III	1
RNSG 2363	Clinical III-Registered Nursing	3

FOURTH SEMESTER		
RNSG 2539	Health Care Concepts IV	5
RNSG 2138	Professional Nursing Concepts IV	1
RNSG 2360	Clinical IV-Registered Nursing	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

All courses must be completed with a "C" or better.

Non-nursing courses must be taken in the order listed in the degree plan unless previously taken with a grade of "C" or better.

BIOL 2420 must be completed prior to the fourth semester.

All of the above prerequisite courses must be completed with a grade of "C" or better in order to apply to the program. However, students may submit an application if two (2) or fewer courses are currently "in progress" during the application period and all other prerequisite courses are complete at the time of application. BIOL 2401 must be complete at the time of application, students may not apply if this class "in progress".

** Upon successful completion of RNSG 1172, RNSG 1163, RNSG 1324 and RNSG 1170 the transition student will earn an additional twelve (12) credit hours of equivalency credit. The transition option graduate will have earned a minimum total of 60 credit hours and the associate of applied science degree in nursing.*

NURSING, VOCATIONAL (VN)

Certificate of Proficiency

TSI Exempt

PREREQUISITES

BIOL 2404 Anatomy and Physiology* 4

LEVEL I

VNSG 1231 Pharmacology 2
VNSG 1260 Clinical I 2
VNSG 1204 Foundations of Nursing.....2
VNSG 1323 Basic Nursing Skills.....3
VNSG 1400 Nursing in Health and Illness I.....4
VNSG 1227 Essentials of Medication Administration.....2
VNSG 1329 Medical-Surgical Nursing I.....3

LEVEL II

VNSG 1201 Mental Health and Mental Illness.....2
VNSG 1230 Maternal-Neonatal Nursing.....2
VNSG 1334 Pediatrics 3
VNSG 1409 Nursing in Health and Illness II.....4
VNSG 2431 Advanced Nursing Skills.....4
VNSG 1262 Clinical II.....2
VNSG 2161 Clinical III 1

LEVEL III

VNSG 1119 Leadership and Professional Development..1
VNSG 2410 Nursing in Health and Illness III 4
VNSG 1361 Clinical IV 3

Total Semester Hours—48

**Prerequisite for all VNSG courses.*

Courses titled in **bold type** *represent general education requirements.*

Selective Admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "76" or better for completion of certificate. Contact the department chair for details.

OCCUPATIONAL THERAPY ASSISTANT

Occupational Therapy Assistant, Associate of Applied Science

Occupational Therapy Assistants (OTAs) work under the direction of Occupational Therapists in treating individuals with injuries, illnesses or disabilities through the therapeutic use of everyday activities (occupations). As an OTA, you can help individuals to develop, recover and improve the skills needed for daily living and working. You will work with individuals across the lifespan in a variety of settings: hospitals, clinics, schools and nursing homes, as well as in their homes, places of employment and other community settings.

Our Occupational Therapy Assistant program provides you with four semesters of classroom and laboratory learning followed by one semester of full time fieldwork under the supervision of a registered Occupational Therapist (OTR) or a Certified Occupational Therapy Assistant (COTA). Upon successful completion of the program, you are eligible to take the national exam given by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant. The state of Texas requires a license to practice. Licensure involves a separate application process and is based on successful completion of the NBCOT Certification Examination.

OCCUPATIONAL THERAPY ASSISTANT

Associate of Applied Science

TSI Complete

Major Courses ..... 44 credits

OTHA 1301 Introduction to Occupational Therapy
OTHA 1315 Therapeutic Use of Occupations or Activities I
OTHA 1341 Occupational Performance from Birth through Adolescence
OTHA 1309 Human Structure and Function in Occupational Therapy
OTHA 2301 Pathophysiology in Occupational Therapy
OTHA 1319 Therapeutic Interventions I
OTHA 1353 Occupational Performance for Elders
OTHA 1260 Clinical - Occupational Therapy Assistant
OTHA 2309 Mental Health in Occupational Therapy
OTHA 2361 Clinical - Occupational Therapy Assistant
OTHA 2331 Physical Function in Occupational Therapy
OTHA 2335 Health Care Management in Occupational Therapy
OTHA 2302 Therapeutic Use of Occupations or Activities II
OTHA 2262 Clinical - Occupational Therapy Assistant
OTHA 2266 Practicum (or Field Experience) - Occupational Therapy Assistant
OTHA 2267 Practicum (or Field Experience) - Occupational Therapy Assistant

General Education Requirements..... 16 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 44
General Education Requirements: 16
Total Semester Hours: 60

Fall 2016 Recommended Course Sequence:

PREREQUISITES **Credit Hours**

PSYC 2301 General Psychology 3
ENGL 1301 Composition I 3
BIOL 2404 Anatomy and Physiology 4

FIRST SEMESTER

OTHA 1301 Introduction to Occupational Therapy 3
OTHA 1315 Therapeutic Use of Occupations or Activities I 3
OTHA 1341 Occupational Performance from Birth through Adolescence 3
SPAN 1300 Conversational Spanish.....3

SECOND SEMESTER

OTHA 1309 Human Structure and Function in Occupational Therapy 3
OTHA 2301 Pathophysiology in OccupationalTherapy...3
OTHA 1319 Therapeutic Interventions I 3
OTHA 1353 Occupational Performance for Elders.....3
OTHA 1260 Clinical - Occupational Therapy Assistant 2

SUMMER I

OTHA 2309 Mental Health in Occupational Therapy.....3
OTHA 2361 Clinical - Occupational Therapy Assistant 3

THIRD SEMESTER

OTHA 2331 Physical Function in Occupational Therapy.3 OTHA 2335 Health Care Management in Occupational Therapy.....3
OTHA 2302 Therapeutic Use of Occupations or Activities II 3
OTHA 2262 Clinical - Occupational Therapy Assistant 2
PHIL 2306 Introduction to Ethics *OR*.....3
HUMA 1301

FOURTH SEMESTER

OTHA 2266 Practicum (or Field Experience) Occupational Therapy Assistant 2
OTHA 2267 Practicum (or Field Experience) - Occupational Therapy Assistant 2

Total Semester Hours—60

Spring 2017 Recommended Course Sequence:

PREREQUISITES **Credit Hours**

PSYC 2301 General Psychology 3
ENGL 1301 Composition I 3
BIOL 2404 Anatomy and Physiology 4

FIRST SEMESTER

OTHA 1301 Introduction to Occupational Therapy 3
OTHA 1315 Therapeutic Use of Occupations or Activities I 3
OTHA 1341 Occupational Performance from Birth through Adolescence 3
SPAN 1300 Conversational Spanish.....3
OTHA 1309 Human Structure and Function in Occupational Therapy 3

SECOND SEMESTER

OTHA 2301 Pathophysiology in OccupationalTherapy....3
OTHA 1353 Occupational Performance for Elders.....3
OTHA 1260 Clinical - Occupational Therapy Assistant 2
OTHA 2309 Mental Health in Occupational Therapy.....3

SUMMER I

OTHA 2361 Clinical - Occupational Therapy Assistant 3
OTHA 1319 Therapeutic Interventions I 3

THIRD SEMESTER

OTHA 2331 Physical Function in Occupational Therapy..3
OTHA 2335 Health Care Management in Occupational Therapy 3
OTHA 2302 Therapeutic Use of Occupations or Activities II 3
OTHA 2262 Clinical - Occupational Therapy Assistant 2
PHIL 2306 Introduction to Ethics *OR*.....3
HUMA 1301

FOURTH SEMESTER

OTHA 2266 Practicum (or Field Experience) Occupational Therapy Assistant 2
OTHA 2267 Practicum (or Field Experience) - Occupational Therapy Assistant 2

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

Special admission and retention rules apply. Contact the department chair for details.

Non-OTHA courses may be taken prior to admission to the Occupational Therapy Assistant program.

Please note: A felony conviction may affect a student's acceptance to the program and a graduate's ability to sit for the NBCOT Certification Examination and/or attain state licensure.

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org.

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

PARALEGAL

Paralegal, Associate of Applied Science Join the ranks of legal professionals by earning an Associate of Applied Science in Paralegal Studies.

Our paralegal program is designed to provide graduating students with the skills required for entry-level positions in typical Texas law firms. You will receive comprehensive knowledge of the legal system from our expert staff. Learn how to help lawyers prepare for real estate closings or court, investigate the facts and precedents, and organize information into reports for attorneys to use.

Many of the tasks traditionally performed by attorneys are now being performed by paralegals; however, paralegals must work under the supervision of an attorney and are not allowed to give legal advice, set legal fees, represent clients, or appear in court on behalf of a client.

With our small student to faculty ratio we provide you the education, training and experience you need to enter the workforce upon graduation.

An associate's degree in paralegal studies is an excellent stepping stone for a rewarding legal career.

PARALEGAL

Associate of Applied Science

TSI Complete

Major Courses ..... 39 credits

LGLA 1119 Paralegal Ethics
LGLA 1311 Introduction to Law
ITSW 1301 Introduction to Word Processing
LGLA 1403 Legal Research
LGLA 2305 Interviewing and Investigating
POFI 2340 Advanced Word Processing
LGLA 1405 Legal Writing
LGLA 1349 Constitutional Law
LGLA 1345 Civil Litigation
ACNT 1303 Introduction to Accounting I *OR*
ACCT 2301 Principles of Accounting - Financial
LGLA 2307 Law Office Management
LGLA 2311 Business Organizations
LGLA 2380 Cooperative—Legal Assistant/ Paralegal *OR*
Approved LGLA Elective*

General Education Requirements..... 21 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 39
General Education Requirements: 21
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
LGLA 1119 Paralegal Ethics	1
GOVT 2305 Federal Government	**3**
LGLA 1311 Introduction to Law	3
ITSW 1301 Introduction to Word Processing	3
ENGL 1301 Composition I	**3**
MATH 1314 College Algebra *OR*	**3**
MATH 1332 *OR*	
MATH 1342	
SECOND SEMESTER	
ENGL 1302 Composition II	**3**
GOVT 2306 Texas Government	**3**
LGLA 1403 Legal Research	4
LGLA 2305 Interviewing and Investigating	3
POFI 2340 Advanced Word Processing	3
THIRD SEMESTER	
LGLA 1405 Legal Writing	4
LGLA 1349 Constitutional Law	3
LGLA 1345 Civil Litigation	3
SPCH 1321 Business and Professional Speaking	**3**
ACNT 1303 Introduction to Accounting I *OR*	3
ACCT 2301	
FOURTH SEMESTER	
LGLA 2307 Law Office Management	3
LGLA 2311 Business Organizations	3
XXXX x3xx Language, Philosophy, and Culture Core *OR*	**3**
ARTS 1301 *OR*	
DRAM 1310 *OR*	
MUSI 1306	
LGLA 2380 Cooperative Education -	3
Legal Assistant/Paralegal *OR*	
LGLA 1353 *OR*	
LGLA 1355 *OR*	
LGLA 2313 *OR*	
LGLA 2315 *OR*	
LGLA 2333 *OR*	
LGLA 2337	

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

**Approved Electives: LGLA 1353, 1355, 2313, 2315, 2333 and 2337.*

PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistant, Associate of Applied Science

Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist and assist the physical therapist in the treatment of individuals with medical and health-related conditions which limit their ability to perform functional activities.

The goal of physical therapy treatment is to restore function, reduce pain and prevent disability. PTAs provide care for people in hospitals, outpatient clinics, patient's homes, schools, work settings, nursing homes and fitness facilities.

Our Physical Therapist Assistant program is five semesters long and includes three, six week clinical rotations under the supervision of a physical therapist or physical therapist assistant. Our faculty provides a combination of individual attention, a friendly atmosphere and a small student-to-faculty ratio.

Upon successful completion of the program and pending the program being granted Accredited status by the Commission on Accreditation in Physical Therapy Education (CAPTE), students are eligible to take the National Physical Therapy Exam (NPTE) given by the Federation of State Boards of Physical Therapy (FSBPT) to become a licensed physical therapist assistant. The state of Texas requires a license to practice. Licensure involves a separate application process and is based on successful completion of the NPTE.

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science

TSI Complete

Major Courses ..... 43 credits

PTHA 1225 Communication in Health Care
PTHA 1301 The Profession of Physical Therapy
PTHA 1305 Basic Patient Care Skills
PTHA 1413 Functional Anatomy
PTHA 2409 Therapeutic Exercise
PTHA 2201 Essentials of Data Collection
PTHA 1431 Physical Agents
PTHA 1321 Pathophysiology for the PTA
PTHA 1266 Practicum (or Field Experience) - Physical Therapist Assistant
PTHA 2205 Neurology
PTHA 2431 Management of Neurological Disorders
PTHA 2435 Rehabilitation Techniques
PTHA 2239 Professional Issues
PTHA 2266 Practicum (or Field Experience) - Physical Therapist Assistant
PTHA 2267 Practicum (or Field Experience) - Physical Therapist Assistant

General Education Requirements..... 17 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 43
General Education Requirements: 17
Total Semester Hours: 60

Course Sequence:

PREREQUISITES	**Credit Hours**
ENGL 1301 Composition I	3
BIOL 2401 Anatomy and Physiology I	4

FIRST SEMESTER

PTHA 1225 Communication in Health Care	2
PTHA 1301 The Profession of Physical Therapy	3
PTHA 1305 Basic Patient Care Skills	3
PTHA 1413 Functional Anatomy	4
BIOL 2402 Anatomy and Physiology II	4

SECOND SEMESTER

PTHA 2409 Therapeutic Exercise	4
PTHA 2201 Essentials of Data Collection	2
PTHA 1431 Physical Agents	4
PTHA 1321 Pathophysiology for the PTA	3
PSYC 2314 Lifespan Growth & Development	3

SUMMER I

PTHA 1266 Practicum (or Field Experience) - Physical Therapist Assistant	2

THIRD SEMESTER

PTHA 2205 Neurology	2
PTHA 2431 Management of Neurological Disorders	4
PTHA 2435 Rehabilitation Techniques	4
PHIL 2306 Introduction to Ethics	3

FOURTH SEMESTER

PTHA 2239 Professional Issues	2
PTHA 2266 Practicum (or Field Experience) - Physical Therapist Assistant	2
PTHA 2267 Practicum (or Field Experience)	2

Total Semester Hours—60

Courses titled in bold type represent general education requirements.

Non-PTHA courses may be taken prior to admission to the Physical Therapist Assistant program.

Special admission and retention rules apply. Department specific courses must be taken in sequence. Students must complete each course with at least a "C" or better to progress through the program. See Program website www.tjc.edu/PTA *for details.*

Effective July 21, 2015, Tyler Junior College Physical Therapist Assistant Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org*). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.*

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. Please note: A felony conviction may affect a student's acceptance to the program and a graduate's ability to sit for the NPTE and/or obtain state licensure.

PHYSICS

Physics, Associate of Science

Physicists study the fundamental nature of the universe, ranging from the vastness of space to the smallest of subatomic particles.

With our Physics AS, you can move forward in your career and develop new technologies, methods, and theories based on the results of research to deepen our understanding of how things work and contribute to innovative, real-world applications.

Upon completion of our Physics degree, you are prepared to continue your study of physics at a four year institution or pursue admission into various medical related, technology and engineering fields.

PHYSICS

Associate of Science

TSI Complete

Major Courses ..... 15 credits

CHEM 1411 General Chemistry I
MATH 2414 Calculus II
MATH 2415 Calculus III *OR*
CHEM 1412 General Chemistry II
MATH 2320 Differential Equations *OR*
ENGR 2304 Programming for Engineers
PHYS 2425 University Physics IΔ *(counts as TJC core class)*
PHYS 2426 University Physics IIΔ *(counts as TJC core class)*

TJC Core Curriculum .....45* credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 15
TJC Core Curriculum: 45
Total Semester Hours: 60

Recommended Course Sequence

FIRST SEMESTER

ENGL 1301 Composition I.....3
MATH 2413 Calculus I 4
CHEM 1411 General Chemistry 1.....4
EDUC 1300 Learning Framework.....3
HIST 1301 United States History I 3

SECOND SEMESTER

ENGL 1302 Composition II *OR* 3
ENGL 2311
MATH 2414 Calculus II.....4

PHYS 2425 University Physics IΔ 4
HIST 1302 United States History II *OR*.....3
HIST 2301

THIRD SEMESTER

GOVT 2305 Federal Government.....3
MATH 2415 Calculus III *OR*.....4
CHEM 1412Δ
PHYS 2426 University Physics IIΔ.....4
ENGL 2332 World Literature I *OR*.....3
ENGL 2333

FOURTH SEMESTER

GOVT 2306 Texas Government 3
MATH 2320 Differential Equations *OR* 3
ENGR 2304
SPCH 1315 Public Speaking *OR* 3
SPCH 1321
ECON 2301 Principles of Macroeconomics.....3
XXXX x3xx Creative Arts Core.....3

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**From the core choices, MATH 2413, PHYS 2425 and 2426 are required for the Physics Degree. With the requirement of MATH 2413, Core hours will be at 45 credits.*

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

For more information, contact: Department Chair, Engineering/Physical Sciences, G-207 / 903-510-2887.

POWER PLANT TECHNOLOGY

Power Plant Technology, Associate of Applied Science

The power generation industry is changing and becoming more modernized. New energy technologies are developing constantly. The Power Plant Technology program trains you for entry-level employment in the operation of modern fossil fuel power plants, gas turbine facilities, hydroelectric plants and other facilities where steam and/or electricity is generated.

You will work closely with top-notch faculty who bring years of experience into the classroom. Come study the latest technical and safety aspects of plant operations, the responsibilities of plant operators, and the mechanical, electrical and instrumentation technology needed for working in related industrial operations.

POWER PLANT TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 42 credits

ENER 1330 Basic Mechanical Skills for Energy
TECM 1303 Technical Calculations
IEIR 1302 Introduction to Direct Current Circuits INMT 2301 Machinery Installation
IEIR 1304 Alternating Current Circuits for Industrial Applications
CBFM 1407 Boiler Operation
INCR 1302 Physics of Instrumentation
HYDR 1345 Hydraulics and Pneumatics
ELMT 1380 Cooperative Education - Electromechanical Technology *OR*
WLDG 1307 Introduction to Welding Using Multiple Processes
ELMT 2452 Power Generation Instrumentation
EPCT 1305 Environmental Regulations Overview
ELPT 2305 Motors and Transformers
ELMT 2453 Power Generation Troubleshooting

General Education Requirements..... 18 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 42
General Education Requirements: 18
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER **Credit Hours**

ENER 1330 Basic Mechanical Skills for Energy.....3
TECM 1303 Technical Calculations 3
IEIR 1302 Introduction to Direct Current Circuits 3
INMT 2301 Machinery Installation 3
ENGL 1301 Composition I.....3

SECOND SEMESTER

ENGL 2311 Technical & Business Writing 3
IEIR 1304 Alternating Current Circuits for Industrial Applications 3
CBFM 1407 Boiler Operation.....4
INCR 1302 Physics of Instrumentation.....3
HYDR 1345 Hydraulics and Pneumatics.....3

SUMMER I

ELMT 1380 Cooperative Education - Electromechanical Technology *OR* WLDG 1307 3

THIRD SEMESTER

ELMT 2452 Power Generation Instrumentation.....4
EPCT 1305 Environmental Regulations Overview.....3
MATH 1314 College Algebra.....3
PHIL 2306 Introduction to Ethics 3

FOURTH SEMESTER

ELPT 2305 Motors and Transformers.....3
ELMT 2453 Power Generation Troubleshooting.....4
SPCH 1321 Business and Professional Communication 3
ECON 2301 Principles of Macroeconomics *OR* 3
GOVT 2305 *OR*
GOVT 2306 *OR*
PSYC 2301 *OR*
SOCI 1301

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Courses titled in bold type represent general education courses. NOTE: Applicants must meet the admission requirements for TJC, meet minimum standards on the TSI Assessments in reading, writing, and math, and achieve minimum scores on the Bennett Mechanical Comprehension Test. The Bennett test requirement will be waived for those who have passed the POSS MASS Assessment.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

NOTE: All new students are required to attend power plant orientation.

PROFESSIONAL TENNIS MANAGEMENT

Professional Tennis Management, Associate of Applied Science

For more than 20 years TJC's tennis teaching program has attracted students from more than 55 states and 20 countries. Endorsed by the USPTA, we are dedicated to showing you that being a professional in the tennis world is more than playing tennis...it's about the love of the game.

We will teach you the ins and outs of the tennis business, while serving up the courses you need to run a successful business. Additionally, our expert and nationally ranked staff will bring you to the net and coach you on how to teach tennis and polish your own playing skills.

If you love tennis but aren't really looking to play, then consider a career in management. Turn the game you love into a profession you can enjoy. It's an excellent career opportunity with many job prospects. Over 90 percent of the graduates in the tennis teaching program at TJC find full-time tennis employment, in many cases before they graduate.

Professional Tennis Management, Certificate of Proficiency

We offer a Certificate of Proficiency in professional tennis management for those students who are passionate about the game, but don't want to get the full two-year degree. This is perfect for students who need more flexibility with their schedules.

Through our one-year training program students prepare for teaching tennis, planning programs for tennis facilities, merchandising, operating pro shop and maintaining tennis facilities. You will receive extensive training through our on-campus tennis clinics and functions of team coaching from our expert and nationally ranked staff.

Come take your first step with us and become a tennis professional.

PROFESSIONAL TENNIS MANAGEMENT

Associate of Applied Science

TSI Complete

Major Courses ..... 4 credits

COSC 1301 Introduction to Computing
RECL 1300 Scientific Approach to Tennis Teaching
RECL 1301 Philosophy of Coaching
RECL 1376 Tennis Teaching Clinic I
RECL 1302 Individual Tennis Instruction
RECL 1303 Athletic Program Planning
RECL 1304 Fitness and Motor Learning in Tennis
RECL 1377 Tennis Teaching Clinic II
PHED 1206 First Aid
RECL 1105 Summer Tennis Experience
FITT 2305 Sport Facility Management
RECL 2375 Tennis Teaching Clinic III
RECL 2307 Tennis Instruction Methodologies
RECL 2306 Sports Psychology
RECL 2338 United States Professional Tennis Association Exam Review
RECL 2376 Tennis Teaching Clinic IV

General Education Requirements.....15 credits
Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	**3**
RECL 1300 Scientific Approach to Tennis Teaching	3
RECL 1301 Philosophy of Coaching	3
RECL 1376 Tennis Teaching Clinic I	3
ARTS 1301 Art Appreciation	**3**
SECOND SEMESTER	
ENGL 1302 Composition II	**3**
RECL 1302 Individual Tennis Instruction	3
RECL 1303 Athletic Program Planning	3
RECL 1304 Fitness and Motor Learning in Tennis	3
RECL 1377 Tennis Teaching Clinic II	3
PHED 1206 First Aid	2
SUMMER I	
RECL 1105 Summer Tennis Experience	1
THIRD SEMESTER	
FITT 2305 Sport Facility Management	3
COSC 1301 Introduction to Computing	3
RECL 2375 Tennis Teaching Clinic III	3
RECL 2307 Tennis Instruction Methodologies	3
MATH 1314 College Algebra *OR* **MATH 1342**	**3**
FOURTH SEMESTER	
SOCI 1301 Introduction to Sociology	**3**
RECL 2306 Sports Psychology	3
RECL 2338 United States Professional Tennis Association Exam Review	3
RECL 2376 Tennis Teaching Clinic IV	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

PROFESSIONAL TENNIS MANAGEMENT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		Credit Hours
RECL 1300	Scientific Approach to Tennis Teaching	3
RECL 1301	Philosophy of Coaching	3
RECL 1376	Tennis Teaching Clinic I	3
FITT 2305	Sport Facility Management	3
RECL 2307	Tennis Instruction Methodologies	3
RECL 2375	Tennis Teaching Clinic III	3

SECOND SEMESTER		
RECL 1302	Individual Tennis Instruction	3
RECL 1303	Athletic Program Planning	3
RECL 1304	Fitness and Motor Learning in Tennis	3
RECL 1377	Tennis Teaching Clinic II	3
RECL 2306	Sports Psychology	3
RECL 2338	United States Professional Tennis Association Exam Review	3
RECL 2376	Tennis Teaching Clinic IV	3

SUMMER I		
RECL 1105	Summer Tennis Experience *OR*	1

Total Semester Hours—40

PSYCHOLOGY

Psychology, Associate of Arts

Psychology studies the human mind and human behavior. Whether you plan to pursue a profession in the research, medical, business or education area, we will start you on the correct path to your ultimate career.

Join our program and learn a broad understanding of the mind, human motivation and behavior. Our dedicated faculty provide you the platform to succeed with your long-term goals. Upon completion, you will be able to embark on a new career path, further your career, or simply enjoy greater happiness and success in an existing passion.

At TJC we'll show you how you can help others live their best lives.

PSYCHOLOGY

Associate of Science

TSI Complete

Major CoursesΔ **..... 16 credits**

PSYC 2301 General Psychology* *OR*
PSYC 2314 Lifespan Growth & Development*

Select 4:

PSYC 2306 Human Sexuality *OR*
PSYC 2319 Social Psychology *OR*
PSYC 2389 Academic Cooperative *OR*
SOCI 1301 Introduction Sociology *OR*
SOCI 1306 Social Problems *OR*
SOCI 2301 Marriage and Family *OR*
SOCI 2319 Minority Studies *OR*
SOCI 2340 Drug Use and Abuse

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
MATH 1342 Elementary Statistical Methods	3
XXXX x4xx Life and Physical Sciences Core	4
PSYC 2301 General Psychology*	3

SECOND SEMESTER

ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II *OR* HIST 2301	3
XXXX x4xx Life and Physical Sciences Core	4
EDUC 1300 Learning Framework	3
PSYC 2314 Lifespan Growth & Development*	3

THIRD SEMESTER

SPCH 1315 Public Speaking *OR* SPCH 1321	3
XXXX x3xx Language, Philosophy, and Culture Core	3
XXXX x3xx Creative Arts Core	3
GOVT 2305 Federal Government	3
PSYC 2306 Human Sexuality	3

FOURTH SEMESTER

GOVT 2306 Texas Government	3
PSYC 2319 Social Psychology	3
SOCI 1301 Introductory Sociology	3
SOCI 2301 Marriage and Family	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**From the core choices, PSYC 2301 and 2314 are required for the Psychology Degree.*

PUBLIC ADMINISTRATION

Public Administration, Associate of Applied Science

Help build strength in your community by earning an Associates of Applied Science degree in Public Administration. Our online public administration program prepares you for career opportunities in social service organizations, community agencies and in public sector positions related to all levels of government.

Our program is structured to provide you the necessary knowledge and skills required for entry-level positions in a wide range of fields. Our small class sizes and expert faculty will prepare you to deal with the public and media as well as develop solid business and managerial skills.

After graduation be ready to enter the workforce or continue on your education path. See yourself succeed at TJC.

Public Administration, Certificate of Proficiency

Our online certificate program in Public Administration allows you to build your knowledge for positions in all levels of government and quickly enter the workforce.

Let us lead you to success with our expert faculty teaching you the basics of government structure, management, budgeting, community dynamics, ethics and human resources.

After completion of the program you'll be prepared to pursue a career path or advance your current career in public service.

Public Administration, Occupational Skills Award

Our one semester occupational skills award in Public Administration is perfect for students who are already employed in the industry, but want to get a few more skills under their belt.

Let our team of expert faculty increase your foundational knowledge of government agencies, public administration and public sector management.

This is an excellent way to gain more knowledge about your profession and is time manageable for your busy day.

Public Administration: Leadership Occupational Skills Award

TJC's one semester occupational skills award is perfect for you if you are already employed in the industry, but want to enter into a management position or continue to move up the career ladder.

With our small class sizes and expert faculty, we will teach supervision skills, human resource needs and ethics to help you continue in your chosen field.

At the end of the semester you will be ready to take on a leadership position and help guide others to success!

PUBLIC ADMINISTRATION

Associate in Applied Science

TSI Complete

Major Courses ..... 30 credits

PBAD 1321 Public Administration
PBAD 1341 Governmental Agencies
PBAD 2335 Ethics in the Public Sector
PBAD 2305 Public Sector Management
HRPO 2307 Organizational Behavior
PBAD 2331 Budgeting in the Public Sector
PBAD 2311 Public Sector Supervision
PBAD 2301 Public Relations for the Public Sector
PBAD 2339 Human Resource Management in the Public Sector
PBAD 1392 Special Topics in Public Administration *OR*
PBAD 2365 Practicum (or Field Experience)-Public Administration

General Education Requirements..... 30 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 30
General Education Requirements: 30
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	**3**
HIST 1301 United States History I	**3**
SOCI 1301 Sociology I	**3**
PBAD 1321 Public Administration	3
PBAD 1341 Governmental Agencies	3
SECOND SEMESTER	
ENGL 1302 Composition II	**3**
HIST 1302 United States History II	**3**
PBAD 2335 Ethics in the Public Sector	3
PBAD 2305 Public Sector Management	3
HRPO 2307 Organizational Behavior	3
THIRD SEMESTER	
PBAD 2331 Budgeting in the Public Sector	3
GOVT 2305 Federal Government	**3**
PBAD 2311 Public Sector Supervision	3
XXXX x3xx Language, Philosophy and Culture Core *OR* **XXXX x3xx Creative Arts Core**	**3**
MATH 1314 College Algebra *OR* **MATH 1332** *OR* **MATH 1342**	**3**
FOURTH SEMESTER	
GOVT 2306 Texas Government	**3**
PBAD 2301 Public Relations for the Public Sector	3
PBAD 2339 Human Resource Management in the Public Sector	3
SPCH 1315 Public Speaking *OR* **SPCH 1321**	**3**
PBAD 1392 Special Topics in Public Administration *OR* PBAD 2365	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

PUBLIC ADMINISTRATION

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	**Credit Hours**
PBAD 1321 Public Administration	3
PBAD 1341 Governmental Agencies	3
PBAD 2305 Public Sector Management	3
SECOND SEMESTER	
PBAD 2311 Public Sector Supervision	3
PBAD 2339 Human Resources in the Public Sector	3
PBAD 2335 Ethics in the Public Sector	3

Total Semester Hours 18

PUBLIC ADMINISTRATION

Occupational Skills Award

TSI Exempt

PBAD 1321 Public Administration	3
PBAD 1341 Governmental Agencies	3
PBAD 2305 Public Sector Management	3

Total Semester Hours 9

PUBLIC ADMINISTRATION:

LEADERSHIP

Occupational Skills Award

TSI Exempt

PBAD 2311 Public Sector Supervision	3
PBAD 2339 Human Resources in the Public Sector	3
PBAD 2335 Ethics in the Public Sector	3

Total Semester Hours 9

RADIOLOGIC TECHNOLOGY

Radiologic Technology, Associate of Applied Science

Explore the "art and science" of creating images of the human body by enrolling in our Radiologic Technology program. It boasts a near perfect registry exam success rate and is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

We provide you with a balanced curriculum of general didactic and clinical courses. Our expert staff prepare you with in our state-of-the-art training facilities to become successful radiologic technologists. We also provide "hands on" experience at one of nine area hospitals, as well as clinical sites, where you will work under the direction of radiologists, directors of radiology departments and practicum instructors.

Our Radiologic Technology degree provides a balanced curriculum of general didactic and practicum courses while offering you an opportunity for cultural development and occupational competence.

Enroll today and become a part of a winning team.

RADIOLOGIC TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 44 credits

RADR 2309 Radiographic Imaging Equipment
RADR 1203 Patient Care
RADR 1201 Introduction to Radiography
RADR 1311 Basic Radiographic Procedures
RADR 1266 Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer
RADR 2313 Radiation Biology and Protection
RADR 1213 Principles of Radiographic Imaging I
RADR 2301 Intermediate Radiographic Procedures
RADR 1267 Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer
RADR 2266 Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer
RADR 2236 Special Patient Applications
RADR 2233 Advanced Medical Imaging
RADR 2366 Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer
RADR 2217 Radiographic Pathology
RADR 2205 Principles of Radiographic Imaging II
RADR 2367 Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer
RADR 2331 Advanced Radiographic Procedures
RADR 2167 Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer
RADR 2235 Radiologic Technology Seminar

General Education Requirements..... 20 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 44
General Education Requirements: 20
Total Semester Hours: 64

Recommended Course Sequence:

PREREQUISITE **Credit Hours**

BIOL 2401 Anatomy and Physiology I 4

FIRST SEMESTER

RADR 2309 Radiographic Imaging Equipment 3
RADR 1203 Patient Care 2
RADR 1201 Introduction to Radiography 2
RADR 1311 Basic Radiographic Procedures 3
RADR 1266 Practicum (or Field Experience) 2
Radiologic Technology/Science - Radiographer

SECOND SEMESTER

RADR 2313 Radiation Biology and Protection 3
RADR 1213 Principles of Radiographic Imaging I 2
RADR 2301 Intermediate Radiographic Procedures 3
RADR 1267 Practicum (or Field Experience) 2
Radiologic Technology/Science - Radiographer
ENGL 1301 Composition I 3

SUMMER I

RADR 2266 Practicum (or Field Experience) - 2
Radiologic Technology/Science - Radiographer
RADR 2236 Special Patient Applications 2
RADR 2233 Advanced Medical Imaging 2

THIRD SEMESTER

RADR 2366 Practicum (or Field Experience) - 3
Radiologic Technology/Science - Radiographer 2
RADR 2217 Radiographic Pathology 2
RADR 2205 Principles of Radiographic Imaging II 2
PSYC 2314 Lifespan Growth & Development *OR* 3
PSYC 2301
BIOL 2402 Anatomy & Physiology II 4

FOURTH SEMESTER

RADR 2367 Practicum (or Field Experience) - 3
Radiologic Technology/Science - Radiographer
RADR 2331 Advanced Radiographic Procedures 3
PHIL 2306 Introduction to Ethics *OR* 3
HUMA 1301
MATH 1314 College Algebra *OR* 3
MATH 1332

SUMMER II

RADR 2167 Practicum (or Field Experience) - 1
Radiologic Technology/Science - Radiographer
RADR 2235 Radiologic Technology Seminar 2

Total Semester Hours—64

Courses titled in **bold type** *represent general education courses and may be taken prior to acceptance into the Radiologic Care program.*

Department-specific courses must be taken in sequence and may have a prerequisite course. A minimum grade of 78% will be required on all radiologic technology didactic courses. 75% is passing for practicum courses. All required courses of the associate degree curriculum must be completed with a "C" or better. Having not received a "C" or better in any prerequisite course, the student may not progress until the deficiency has been removed.

Selective Admissions and retention rules apply. Enrollment in this program is limited and requires an ACT Minimum Composite & Science Reasoning Score 17. See the Selective Admissions requirements in the Admission section of this Catalog and www.tjc.edu/radiologictech.

RESPIRATORY CARE

Respiratory Care, Associate of Applied Science

Respiratory therapists play an important role in helping patients with breathing difficulties and cardiopulmonary disorders get the best care possible.

Our Respiratory Care degree helps you gain the technical proficiencies and academic training required to become a respiratory therapist. Within this field, you are tasked with important responsibilities, such as providing and managing therapeutic and life support services, administration of gasses and aerosol therapy, and cardiopulmonary assessment and monitoring.

Our Respiratory Care program is a two-year curriculum that includes one semester (15 credit hours) of prerequisite courses and four semesters (51 credit hours) of didactic, laboratory, and clinical classes that prepare the student for a career as a Respiratory Therapist. The program is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Enrollment in this program is limited. All prerequisite courses should be completed before application for enrollment into the respiratory care program. See the Selective Admissions requirements in the Admission section of this *Catalog* or www.tjc.edu/respiratorycare.

As a graduate of the program, you will receive an associate of applied science degree and be eligible to apply for the Therapist-Multiple Choice (TMC) examination administered by the national board for respiratory care (NBRC). The graduate who achieves the low cut score will attain the CRT credential. The graduate who passes the TMC at the high cut score will then be eligible to sit for the NBRC Clinical Simulation Exam. When successful, the credential of Registered Respiratory Therapist (RRT) will be attained.

After obtaining your RRT credential, you will also be eligible to apply for additional specialty examinations which include: neonatal/pediatric specialist (NPS), certified pulmonary function technologist (CPFT), registered pulmonary function technologist (RPFT), and sleep disorders specialty (SDS) credentials, and Adult Critical Care Specialty Examination (ACCS).

In addition, all graduates are trained American Heart Association, Advanced Cardiac Life Support (ACLS) providers, Pediatric Advanced Life Support (PALS) providers, and also complete the Neonatal Resuscitation Program (NRP) in accordance with the standards of the American Academy of Pediatrics.

Polysomnography, Advanced Technical Certificate

Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of sleep disorders is varied but includes narcolepsy, sleep apnea, insomnia, and many others.

PSG technologists operate a variety of electronic monitoring devices that record brain activity (EEG), muscle and eye movement, respiration, and blood oxygen levels. Technologists also help evaluate treatment methods.

TJC offers you a 16 credit hour advanced certificate program which prepares and qualifies you to take the national examination. Candidates must have completed an Associates Degree in Respiratory Care and have a current American Heart Association Advanced Life Support Provider course completion card.

RESPIRATORY CARE

Associate of Applied Science

TSI Complete

Major Courses ..... 35 credits

RSPT 1101 Introduction to Respiratory Care
RSPT 1227 Applied Physics for Respiratory Care
RSPT 1307 Cardiopulmonary Anatomy and Physiology
RSPT 1329 Respiratory Care Fundamentals I
RSPT 2217 Respiratory Care Pharmacology
RSPT 1166 Practicum (or Field Experience) - Respiratory Care Therapy/Therapist
RSPT 1331 Respiratory Care Fundamentals II
RSPT 2139 Advanced Cardiac Life Support
RSPT 2210 Cardiopulmonary Disease
RSPT 1267 Practicum (or Field Experience) - Respiratory Care Therapy/Therapist
RSPT 2266 Practicum (or Field Experience) - Respiratory Care Therapy/Therapist
RSPT 2414 Mechanical Ventilation
RSPT 2353 Neonatal/Pediatric Cardiopulmonary
RSPT 2425 Care Cardiopulmonary Diagnostics
RSPT 2267 Practicum (or Field Experience) - Respiratory Care Therapy/Therapist

General Education Requirements..... 31 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 35
General Education Requirements: 31
Total Semester Hours: 66

Recommended Course Sequence:

PREREQUISITE	**Credit Hours**
MATH 1314 College Algebra	**3**
BIOL 2401 Anatomy & Physiology I	**4**
CHEM 1406 Introductory Chemistry I Allied Health Emphasis	**4**
SOCI 1301 Introductory Sociology	**3**
RSPT 1101 Introduction to Respiratory Care	1

FIRST SEMESTER	
BIOL 2402 Anatomy & Physiology II	**4**
ENGL 1301 Composition I	**3**
RSPT 1227 Applied Physics for Respiratory Care	2
RSPT 1307 Cardiopulmonary Anatomy and Physiology	3
RSPT 1329 Respiratory Care Fundamentals I	3
RSPT 2217 Respiratory Care Pharmacology	2
RSPT 1166 Practicum (or Field Experience) - Respiratory Care Therapy/Therapist	1

SECOND SEMESTER	
BIOL 2420 Microbiology for Non-Science Majors	**4**
SPCH 1315 Public Speaking *OR* **SPCH 1321**	**3**
RSPT 1331 Respiratory Care Fundamentals II	3
RSPT 2139 Advanced Cardiac Life Support	1
RSPT 2210 Cardiopulmonary Disease	2
RSPT 1267 Practicum (or Field Experience) - Respiratory Care Therapy/Therapist	2

SUMMER I	
RSPT 2266 Practicum (or Field Experience) - Respiratory Care Therapy/Therapist	2
RSPT 2414 Mechanical Ventilation	4

THIRD SEMESTER	
ARTS 1301 Art Appreciation	**3**
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care	3
RSPT 2425 Cardiopulmonary Diagnostics	4
RSPT 2267 Practicum (or Field Experience) - Respiratory Care Therapy/Therapist	2

Total Semester Hours—66

Courses titled in **bold** *represent general education core courses and may be taken prior to acceptance into the Respiratory Care program.*

** NOTE: BIOL 2401 and CHEM 1406 must be completed with a "C" or better before application to the respiratory care program. See department chair for possible exceptions.*

Selective Admissions and retention rules apply. Contact the department chair for details. Department-specific courses must be taken in sequence and may have a prerequisite course. All required courses of the respiratory care curriculum must be completed with a grade of "C" or better and a grade point average of at least 2.0 must be maintained while in the program. Contact the department chair for details.

RESPIRATORY CARE:

POLYSOMNOGRAPHY

Advanced Technical Certificate

TSI Complete

Fall 2016 Course Sequence:

PREREQUISITES
Associate Degree in Respiratory Care
American Heart Association - ACLS

FIRST SEMESTER
PSGT 1310 Neuroanatomyand Physiology 3
PSGT 1300 Polysomnography I.....3
PSGT 1260 Clinical- Polysomnography 2

SECOND SEMESTER
PSGT 2205 Sleep Scoring& Staging.....2
PSGT 2311 Polysomnography II 3

THIRD SEMESTER
PSGT 2360 Clinical Polysomnography II 3

Total Semester Hours—16

Spring 2017 Course Sequence:

PREREQUISITES
Associate Degree in Respiratory Care
American Heart Association - ACLS

FIRST SEMESTER
PSGT 1310 Neuroanatomyand Physiology 3
PSGT 1300 Polysomnography I.....3
PSGT 1160 Clinical- Polysomnography 1

SECOND SEMESTER
PSGT 2205 Sleep Scoring& Staging.....2
PSGT 2411 Polysomnography II 4

THIRD SEMESTER
PSGT 2360 Clinical Polysomnography II 3

Total Semester Hours—16

SCIENCE

Science, Associate of Science

Our Associate of Science (AS) program is an academic transfer degree designed for students who will ultimately be pursuing a Bachelor of Science at a four-year college/university.

In our program, our small class sizes and highly skilled faculty prepare you for job entry or academic advancement. Our Science degree is for you to earn a science-related major that does not match the coursework required for the AS in Biology, Chemistry, Geology or Physics. At the same time, our degree allows you to take the core courses necessary for transfer to a four-year college.

Students pursuing a science-related major are encouraged to meet with a TJC academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.

SCIENCE

Associate of Science

TSI Complete

Major Courses ..... 16 credits

MATH 1314 College Algebra *OR*

MATH 1316 Plane Trigonometry *OR*

MATH 1342 Elementary Statistical Methods *OR*

MATH 2413 Calculus *OR*

MATH 2414 Calculus II *OR*

MATH 2415 Calculus III

Select 2:

BIOL 1406 Biology for Science Majors I *OR*
BIOL 1407 Biology for Science Majors II *OR*
BIOL 1411 General Botany *OR*
BIOL 2406 Environmental Biology *OR*
BIOL 2416 Genetics *OR*
CHEM 1411 General Chemistry I *OR*
CHEM 1412 General Chemistry II *OR*
CHEM 2423 Organic Chemistry I *OR*
CHEM 2425 Organic Chemistry II *OR*
GEOL 1403 Physical Geology *OR*
GEOL 1404 Historical Geology *OR*
PHYS 1401 College Physics I *OR*
PHYS 1402 College Physics II *OR*
PHYS 1403 Stars and Galaxies *OR*
PHYS 1404 Solar System *OR*
PHYS 2425 University Physics I *OR*
PHYS 2426 University Physics II

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER

XXXX x4xx Life and Physical Sciences Core 4
MATH 1314 College Algebra *OR* 3
MATH 1316
MATH 1342
ENGL 1301 Composition I 3
HIST 1301 United States History
EDUC 1300 Learning Frame Work 3

SECOND SEMESTER

XXXX x4xx Life and Physical Sciences Core 4
MATH 1314 College Algebra *OR* 3
MATH 1316 *OR*
MATH 1342 *OR*
MATH 2413 *OR*
MATH 2414 *OR*
MATH 2415
ENGL 1302 Composition II *OR* 3
ENGL 2311
HIST 1302 United States History II *OR* 3
HIST 2301
XXXX x3xx Social and Behavioral Sciences Core 3

THIRD SEMESTER

XXXX x4xx Science Elective∆ 4
GOVT 2305 Federal Government 3
SPCH 1315 Public Speaking *OR* 3
SPCH 1321
XXXX x3xx Creative Arts Core 3
XXXX x3xx Elective 3

FOURTH SEMESTER

XXXX x4xx Science Elective∆ 4
GOVT 2306 Texas Government 3
XXXX x3xx Language, Philosophy and Culture Core 3
XXXX xxxx Elective X

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

∆Classes chosen in major must be different from courses used for Core requirements.

Only science courses which can be applied to a science major will count toward this degree. To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

SIGN LANGUAGE INTERPRETING

Sign Language Interpreting, Associate of Applied Science

There's a nationwide shortage of interpreters and the demand is growing each year. Becoming an American Sign Language interpreter is a chance for cultural enrichment and an excellent profession as job prospects are abundant right now. The College offers an Associate of Applied Science in Interpretation for students who are looking for a unique and rewarding career.

Our program at Tyler Junior College prepares you for a career as an interpreter serving the Deaf in the community and in schools. Our excellent faculty will help you become fluent in English and in American Sign Language (ASL), which combines signing, fingerspelling, specific body language and facial expressions. We also offer extensive training in American Sign Language, American Deaf Culture and interpreting/transliterating (Expressive and Receptive).

With your AAS degree you can immediately start in your career field or continue your career path with a baccalaureate degree.

Come join us for this wonderful opportunity to learn an exciting, practical skill and become a huge asset to an exclusive community.

ASL Skills Certificate, Certificate of Proficiency

Our ASL Skills Certificate gives you an alternative option to learn ASL Skills, but not become an interpreter. This is an excellent addition to those majoring in deaf education, special education, speech pathology and allied health fields.

During your time here we will teach you the intricacies of sign language and expand your communication skills. Through our curriculum you will also gain a greater understanding of Deaf culture. This is a wonderful opportunity to learn an exciting, practical skill and become an asset in an exclusive community by becoming a professional certified interpreter.

Sign Language: Healthcare, Advanced Skills Certificate

If you are a currently certified interpreter, but would like to specialize in a specific area, we offer an advanced skills certificate in healthcare interpreting.

There is a shortage of sign language interpreters, especially in the healthcare industry locally, state-wide and nationally. Job prospects are abundant and this is an excellent opportunity for you to learn a unique skill and contribute to your community.

With our small class size you will receive extensive training in the healthcare system and healthcare interpreting protocol from our highly qualified staff. We will also prepare you for interpreting in basic and specialty healthcare settings.

Sign Language: Legal, Advanced Skills Certificate

The need for highly-skilled interpreters– specifically in courtroom and law enforcement settings– is rapidly growing. To participate in this program you must be a currently certified interpreter.

Our highly qualified team will provided you with advanced training in the legal system and legal interpreting protocol. We will teach you, in a small class setting, the specialized vocabulary and protocol skills it takes to become a successful legal interpreter in quasi-legal and court settings.

Job prospects are abundant and this is an excellent opportunity for you to learn a unique skill and contribute to the community.

SIGN LANGUAGE INTERPRETING

Associate of Applied Science

TSI Complete

Major Courses ..... 50 credits

SGNL 1401 Beginning American Sign Language I
SGNL 1402 Beginning American Sign Language II
SLNG 1215 Visual/Gestural Communication
SLNG 1321 Introduction to the Interpreting Profession
SGNL 2301 Intermediate American Sign Language I
SLNG 1307 Intra-Lingual Skills for Interpreters
SLNG 1211 Fingerspelling and Numbers
SGNL 2302 Intermediate American Sign Language II
SLNG 2301 Interpreting I
SLNG 1347 Deaf Culture
SLNG 2302 Interpreting II
SLNG 2303 Transliterating
SLNG 2334 American Sign Language (ASL) V
SLNG 1350 Sign to Voice
SLNG 2266 Practicum (or Field Experience) - Sign Language Interpretation and Translation
SLNG 2331 Interpreting III
SLNG 1391 Special Topics in Sign Language Interpreter

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 50
General Education Requirements: 15
Total Semester Hours: 65

Recommended Course Sequence:

SUMMER SEMESTER	**CREDIT HOURS**
SGNL 1401 Beginning American Sign Language I	4
ENGL 1301 Composition I	**3**

FIRST SEMESTER	
SGNL 1402 Beginning American Sign Language II	4
ENGL 2332 World Literature I *OR*	**3**
ENGL 2333 *OR*	
PHIL 2306 *OR*	
HUMA 1301	
SLNG 1215 Visual/Gestural Communication	2
SLNG 1321 Introduction to the Interpreting Profession	3

SECOND SEMESTER	
SGNL 2301 Intermediate American Sign Language I	3
SLNG 1307 Intra-Lingual Skills for Interpreters	3
SLNG 1211 Fingerspelling and Numbers	2
PSYC 2314 Lifespan Growth & Development	**3**
SPCH 1315 Public Speaking *OR*	**3**
SPCH 1321	

SUMMER SEMESTER	
SGNL 2302 Intermediate American Sign Language II	3
SLNG 2301 Interpreting I	3

THIRD SEMESTER	
SLNG 1347 Deaf Culture	3
SLNG 2302 Interpreting II	3
SLNG 2303 Transliterating	3
SLNG 2334 American Sign Language (ASL) V	3
MATH 1314 College Algebra *OR*	**3**
MATH 1324 *OR*	
BIOL 1409	

FOURTH SEMESTER	
SLNG 1350 Sign to Voice	3
SLNG 2266 Practicum (or Field Experience) - Sign Language Interpretation and Translation	2
SLNG 2331 Interpreting III	3
SLNG 1391 Special Topics in Sign Language Interpreter	3

Total Semester Hours—65

Courses titled in **bold type** *represent general education courses.*

Mid-Program Exam: Interpreting majors must pass with a "C" or better to continue in the program. (Taken in SLNG 2301, Interpreting I.)
Exit Exam: Interpreting majors must pass with a "C" or better to pass Practicum and graduate. Must pass the State or National Board Exams to work as a certified interpreter. (Taken in SLNG 2266 Practicum.)

See Catalog descriptions for course pre-requisites and co-requisites. Classes are typically offered once per year and in the semester sequence shown per semester."

Students enrolling in this program who plan to transfer to upper-level institutions should consult an advisor regarding transfer requirements and the transferability of these courses.
Students must have a minimum grade of "C" in each SLNG/SGNL class. In addition, for the degree, students must complete the General Graduation Requirements as set forth in the TJC Catalog.

An associate's degree is required before applying to take the Texas State Board Exam. Applicants must first pass both a criminal background check and the state board's Test of English Proficiency. (See information on the DARS website: www.dars.state.tx.us/dhhs.) After passing these, the applicant can apply for the Basic Level Performance Test. Higher levels of certification are then available including Court and Medical Certification. Candidates wishing to obtain the National Interpreting Certificate must have a minimum of a Bachelor's degree. For information, go to: www.rid.org.

SIGN LANGUAGE INTERPRETING:

ASL SKILLS CERTIFICATE

Certificate of Proficiency

TSI Complete

SUMMER SEMESTER	CREDIT HOURS
SGNL 1401 Beginning American Sign Language I	4
ENGL 1301 Composition I	**3**

FIRST SEMESTER	
SGNL 1402 Beginning American Sign Language II	4
SLNG 1215 Visual/Gestural Communication	2
SLNG 1321 Introduction to the Interpreting Profession	3

SECOND SEMESTER	
SGNL 2301 Intermediate American Sign Language I	3
SLNG 1211 Fingerspelling and Numbers	2

SUMMER SEMESTER	
SGNL 2302 Intermediate American Sign Language II	3

THIRD SEMESTER	
SLNG 1347 Deaf Culture	3
SLNG 2334 American Sign Language (ASL) V	3

Total Semester Hours—30

Courses titled in **bold type** *represent general education courses.*

All SGNL and SLNG courses must be passed with a grade of "C" or better to continue on to the next course. This certificate may also be completed along with general education courses to graduate core complete with an AA or AS degree if so desired.

SIGN LANGUAGE:

HEALTHCARE

Advanced Skills Certificate

FIRST SEMESTER	CREDIT HOURS
HPRS 1105 Essentials of Medical Law/ Ethics for Health Professionals	1
HITT 1305 MedicalTerminology I	3
PSYC 2301 General Psychology	**3**
SLNG 2336 Interpreting IV	3

SECOND SEMESTER	
DAAC 1319 Substance Related and Addictive Disorders	3
PSYC 2314 Lifespan Growth and Development	**3**
SLNG 2340 Interpreting V	3

Total Semester Hours—19

Courses titled in **bold type** *represent general education courses.*

All SGNL and SLNG courses must be passed with a grade of "C" or above to continue to the next course.

Students must also meet the criterion set forth by the TX Dept. of Assistive and Rehabilitative Services (DARS) -Deaf and Hard of Hearing Services-Board for the Evaluation of Interpreters or the Registry of Interpreters for the Deaf (RID).

SIGN LANGUAGE:

LEGAL

Advanced Skills Certificate

FIRST SEMESTER	CREDIT HOURS
LGLA 1311 Introduction to Law	3
LGLA 1345 Civil Litigation	3
SLNG 2311 Interpreting in Specialized Settings	3

SECOND SEMESTER	
CRIJ 1306 Court Systems & Practices	3
CRIJ 1310 Fundamentals of Criminal Law	3
SLNG 1491 Special Topics in Sign Language	4

Total Semester Hours—19

All SGNL and SLNG courses must be passed with a grade of "C" or above to continue to the next course.

Students must also meet the criterion set forth by the TX Dept. of Assistive and Rehabilitative Services (DARS) -Deaf and Hard of Hearing Services- Board for the Evaluation of Interpreters or the Registry of Interpreters for the Deaf (RID).

SOCIAL WORK

Social Work, Associate of Science

Social work is a special field for those who have a desire to help others.

In our program, we'll teach you how to become a versatile, compassionate leader. Our small class sizes and highly trained faculty will help you with in-depth and informative coursework to develop strong communication skills that will help you guide others.

Upon graduation, you will have completed the first two years of coursework for transfer to a baccalaureate social work degree program. You will also have a great foundation to gain valuable real-world experience in this profession, before continuing your educational pathway.

Come join us. We'll give you the tools you'll need to help others succeed.

SOCIAL WORK

Associate of Arts

TSI Complete

Major Courses ..... 16 credits

SOCI 1301 Introductory Sociology* *OR*
PSYC 2301 General Psychology
SOCI 1306 Social Problems
SOCW 2361 Introduction to Social Work
SOCW 2362 Social Welfare as a Social Institution
SOCI 2301 Marriage and Family *OR*
SOCI 2319 Minority Studies *OR*
SOCI 2340 Drug Use and Abuse *OR*
PSYC 2389 Academic Cooperative
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
MATH 1342 Elementary Statistical Methods	3
XXXX x4xx Life and Physical Sciences Core	4
SOCI 1301 Introductory Sociology*	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL 2311	3
HIST 1302 United States History II *OR* HIST 2301	3
XXXX x4xx Life and Physical Sciences Core	4
EDUC 1300 Learning Framework	3
SOCI 1306 Social Problems	3
THIRD SEMESTER	
SPCH 1315 Public Speaking OR SPCH 1321	3
XXXX x3xx Language, Philosophy, and Culture Core	3
XXXX x3xx Creative Arts Core	3
GOVT 2305 Federal Government	3
SOCW 2361 Introduction to Social Work	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
SOCW 2362 Social Welfare as a Social Institution	3
SOCI x3xx Sociology Elective	3
PSYC 2301 General Psychology*	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

⊿Classes chosen in major must be different from courses used for Core requirements.

**From the core choices, SOCI 1301 and PSYC 2301 are required for the Social Work degree.*

SOCIOLOGY

Sociology, Associate of Science

Social scientists study all aspects of society—from past events and achievements to human behavior and relationships among groups. A degree in sociology opens up a multitude of opportunities.

Our program will teach you the complexities of human interaction. Small class sizes and highly skilled professors will help you foster your creativity, innovation, critical thinking, analytic problem solving and communication skills for a diverse and multifaceted future.

As a graduate, you will have a foundation for better understanding and engaging with the modern world, as well as the ability to continue with a baccalaureate degree.

SOCIOLOGY

Associate of Arts

TSI Complete

Major Courses ..... 16 credits

SOCI 1301 Introductory Sociology* *OR*
PSYC 2301 General Psychology *OR*
PSYC 2314 Lifespan Growth & Development
SOCI 1306 Social Problems
SOCI 2301 Marriage and Family

Select 2:
SOCI 1301 Introductory Sociology *OR*
SOCI 2319 Minority Studies *OR*
SOCI 2340 Drug Use and Abuse *OR*
PSYC 2301 General Psychology *OR*
PSYC 2306 Human Sexuality *OR*
PSYC 2314 Lifespan Growth & Development *OR*
PSYC 2319 Social Psychology *OR*
PSYC 2389 Academic Cooperative

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

TJC Core Curriculum..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
MATH 1342 Elementary Statistical Methods	3
XXXX x4xx Life and Physical Sciences Core	4
SOCI 1301 Introductory Sociology*	3
SECOND SEMESTER	
ENGL 1302 Composition II *OR* ENGL2311	3
HIST 1302 United States History II OR HIST 2301	3
XXXX x4xx Life and Physical Sciences Core	4
EDUC 1300 Learning Framework	3
SOCI 1306 Social Problems	3
THIRD SEMESTER	
SPCH 1315 Public Speaking *OR* SPCH 1321	3
XXXX x3xx Language, Philosophy, and Culture Core	3
XXXX x3xx Creative Arts Core	3
GOVT 2305 Federal Government	3
SOCI 2301 Marriage & Family	3
FOURTH SEMESTER	
GOVT 2306 Texas Government	3
SOCI x3xx Sociology Elective	3
SOCI x3xx Sociology Elective	3
PSYC x3xx Psychology Elective	3

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

⍙Classes chosen in major must be different from courses used for Core requirements.

**From the core choices, either SOCI 1301 OR PSYC 2301 OR PSYC 2314 is required.*

SURGICAL TECHNOLOGY

Surgical Technology, Associate of Applied Science

Surgical Technology is an exciting field where you work as part of the surgical team. You will be responsible for preoperative, intraoperative, and postoperative duties that include preparing the operating room, creating and maintaining the sterile field, counting the necessary instruments, exposing the operative site with sterile drapes, specimen care, passing instrumentation and supplies to the surgeon, dressing application, and removal of used instruments from the O.R.

While most surgical technologists are employed in hospital surgery departments, obstetric departments, and ambulatory care centers, there are options for experienced surgical technologists in specialized areas.

Our surgical technology program includes both theory and practical clinical experience designed to prepare you to pass the national certification examination for surgical technologists and provide services in the surgical area under the supervision of the surgical supervisor.

Students are required to take the National Exam given by the National Board of Surgical Technology/Surgical Assist (NBSTSA) before or directly after graduation. Those who pass this exam become Certified Surgical Technologists (CST). Additionally, you can pursue a baccalaureate degree as well.

Enrollment in the program is limited. See the Selective Admissions requirements in the Admission section of this Catalog or www.tjc.edu/surgicaltechnology.

Surgical Technology, Certificate of Proficiency

Our surgical technology certificate of proficiency is designed to prepare you to provide services in the surgical area under the supervision of the surgical supervisor.

Use the skills you will learn with us to work in hospital surgery departments, obstetric departments, and ambulatory care centers, there are options for experienced surgical technologists in specialized areas.

You are required to take the National Exam given by the National Board of Surgical Technologist/Surgical Assist (NBSTSA) before or directly after graduation. Those who pass this exam become Certified Surgical Technologists (CST). Readmission to the program is dependent upon available space.

Enrollment in the program is limited. See the Selective Admissions requirements in the Admission section of this Catalog.

SURGICAL TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 30 credits

HITT 1305 Medical Terminology I
SRGT 1405 Introduction to Surgical Technology
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques
SRGT 1541 Surgical Procedures I
SRGT 1266 Practicum (or Field Experience) - Surgical Technology/Technologist
SRGT 1542 Surgical Procedures II
SRGT 2466 Practicum (or Field Experience) - Surgical Technology/Technologist
POFT 1313 Professional Workforce Preparation

General Education Requirements..... 30 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 30
General Education Requirements: 30
Total Semester Hours: 60

Course Sequence:

SUMMER SESSION I	**Credit Hours**
BIOL 2401 Anatomy & Physiology I	**4**
ENGL 1301 Composition I	**3**
FIRST SEMESTER	
BIOL 2402 Anatomy and Physiology II	**4**
PSYC 2314 Lifespan Growth & Development	**3**
HITT 1305 MedicalTerminology I	3
SOCI 1301 Introductory Sociology	**3**
SECOND SEMESTER	
SPCH 1315 Public Speaking	**3**
BIOL 2420 Microbiology for Non-Science Majors	**4**
PSYC 2301 General Psychology	**3**
THIRD SEMESTER	
SRGT 1405 Introduction toSurgical Technology	4
SRGT 1409 Fundamentalsof Perioperative	4
SRGT 1541 Surgical Procedures I	5
SRGT 1266 Practicum (or Field Experience) - Surgical Technology/Technologist	2
FOURTH SEMESTER	
SRGT 1542 Surgical Procedures II	5
SRGT 2466 Practicum (or Field Experience) - Surgical Technology/Technologist	4
POFT 1313 Professional Workforce Preparation	3
HUMA 1301 Introduction to Humanities I	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses and should be completed before SRGT classes.*

All SRGT courses must be completed in sequence and completed with a minimum of "C" (75%) in all SRGT courses.

Any student who has withdrawn from the program after successfully completing the first semester may re-enter the program by passing with a 75 percent or better on the most current final examination for each course completed prior to withdrawal and successfully completing a demonstration of the first semester competencies. Readmission to the program is dependent upon available space.

Special admission and retention rules apply. Contact the department chair for details.

SURGICAL TECHNOLOGY

Certificate of Proficiency

TSI Exempt

PREREQUISITES

HITT 1305 MedicalTerminology I.....3
BIOL 2404 Anatomy and Physiology 4

FIRST SEMESTER

SRGT 1405 Introduction to Surgical Technology.....4
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques.....4
SRGT 1541 Surgical Procedures I.....5
SRGT 1266 Practicum (or Field Experience) - Surgical Technology/Technologist 2

SECOND SEMESTER

SRGT 1542 Surgical Procedures II 5
SRGT 2466 Practicum (or Field Experience) - Surgical Technology/Technologist.....4
POFT 1313 Professional Workforce Preparation.....3
BIOL 2420 Microbiology for Non-Science Majors 4

Total Semester Hours—38

Courses titled in **bold** *type represent general education courses and should be completed before SRGT classes.*

All SRGT courses must be completed in sequence and completed with a minimum of "C" (75%) in all SRGT courses.

Special admission and retention rules apply. Contact the department chair for details.

SURVEYING AND MAPPING TECHNOLOGY

Surveying and Mapping Technology, Associate of Applied Science

The surveying and mapping technology program teaches you the basic elements of surveying required of a land surveyor as well as part of the formal training required for professional license.

Our program emphasizes boundary surveying and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas, and using the Texas Coordinate System. You will also study mapping, route surveying, control surveying, the Global Positioning System (GPS), and electronic data collection.

After successful completion of our two-year program, you will earn the Associate of Applied Science degree. Graduates can enter the workforce as well-trained surveying technicians or can transfer to a four-year program in surveying such as the one conducted at University of Texas-Tyler to earn a bachelor's degree. (To become a registered professional land surveyor, a bachelor's degree is required for professional licensure in Texas.)

Surveying and Mapping Technology, Certificate of Proficiency

Our Surveying and Mapping Technology program teaches you the basic elements of surveying required of a land surveyor as well as part of the formal training required for professional license.

Our highly qualified staff emphasizes boundary surveying. This includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas, and using the Texas Coordinate System. Mapping, route surveying, control surveying, the Global Positioning System (GPS), and electronic data collection are also studied.

A one-year certificate of proficiency is available to students completing certain designated courses. Graduates can enter the workforce as well-trained surveying technicians.

SURVEYING AND MAPPING TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses ..... 42 credits

SRVY 1301 Introduction to Surveying
SRVY 1309 Surveying Measurement
SRVY 1315 Surveying Calculations
SRVY 1341 Land Surveying
SRVY 1335 Land Surveying Applications
SRVY 2309 Computer Aided Mapping
SRVY 2305 Geographic Information Systems Applications
SRVY 2331 Geodetic Surveying and Mapping
SRVY 2335 Geodetic Surveying and Mapping Application
SRVY 2344 Surveying - Legal Principles II
SRVY 2339 Engineering Design Surveying
SRVY 2341 Engineering Design Surveying Lab
SRVY 2343 Surveying - Legal Principles I
SRVY 2386 Internship - Survey Technology/ Surveying

General Education Requirements..... 18 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 42
General Education Requirements: 18
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	Credit Hours
EDUC 1300 Learning Framework	**3**
SRVY 1301 Introduction to Surveying	3
SRVY 1309 Surveying Measurement	3
SRVY 1315 Surveying Calculations	3
COSC 1301 Introduction to Computing	**3**

SECOND SEMESTER	
SRVY 1341 Land Surveying	3
SRVY 1335 Land Surveying Applications	3
SRVY 2309 Computer Aided Mapping	3
ENGL 1301 Composition I	**3**
MATH 1314 College Algebra	**3**

THIRD SEMESTER	
SRVY 2305 Geographic Information Systems Applications	3
SRVY 2331 Geodetic Surveying and Mapping	3
SRVY 2335 Geodetic Surveying and Mapping Application	3
SRVY 2344 Surveying - Legal Principles II	3
SPCH 1321 Business & Professional Communication	**3**

FOURTH SEMESTER	
SRVY 2339 Engineering Design Surveying	3
SRVY 2341 Engineering Design Surveying Lab	3
SRVY 2343 Surveying - Legal Principles I	3
SRVY 2386 Internship - Survey Technology/ Surveying	3
XXXX x3xx Language, Philosophy and Culture Core *OR* **Creative Arts Core**	**3**

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

SURVEYING AND MAPPING TECHNOLOGY

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	Credit Hours
SRVY 1301 Introduction to Surveying	3
SRVY 1309 Surveying Measurement	3
SRVY 1315 Surveying Calculations	3
SRVY 2331 Geodetic Surveying and Mapping	3
SRVY 2335 Geodetic Surveying and Mapping Application	3
SRVY 2344 Surveying—Legal Principles II	3

SECOND SEMESTER	
SRVY 1341 Land Surveying	3
SRVY 1335 Land Surveying Applications	3
SRVY 2309 Computer-Aided Mapping	3
SRVY 2339 Engineering Design Surveying	3
SRVY 2341 Engineering Design Surveying Lab	3
SRVY 2343 Surveying—Legal Principles I	3

Total Semester Hours—36

THEATRE

Theatre, Associate of Arts

At TJC we offer an action-packed two-year theatre program designed to provide you with multiple performance and technical opportunities.

Our program helps you hone your craft and learn significant acting techniques while participating in an exhilarating and stimulating, creative program. With small class sizes and talented professors, you will learn a diverse range of techniques and skills that will aptly prepare you for continuing your education in any four-year theatre or liberal arts program.

In our program you can earn your degree and have fun at the same time!

THEATRE

Associate of Arts

TSI Complete

Major Courses ..... 16 credits

Choose 4:

DRAM 1322 Stage Movement *OR*
DRAM 1330 Stagecraft I *OR*
DRAM 1341 Makeup *OR*
DRAM 1342 Introduction to Costume *OR*
DRAM 1351 Acting I *OR*
DRAM 1352 Acting II *OR*
DRAM 2331 Stagecraft II *OR*
DRAM 2336 Voice for Theatre *OR*
DRAM 2361 History of the Theatre I *OR*
DRAM 2362 History of the Theatre II
DRAM 1120 Theatre Practicum I
DRAM 1121 Theatre Practicum II
DRAM 2120 Theatre Practicum III
DRAM 2121 Theatre Practicum IV

TJC Core Curriculum ..... 44 credits

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum listed on page 50. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301 Composition I	3
HIST 1301 United States History I	3
MATH xxxx Mathematics Core	3
EDUC 1300 Learning Framework	3
DRAM X3xx Drama Elective	3
DRAM 1120 Theater Practicum I	1

SECOND SEMESTER	
HIST 1302 United States History II *OR* HIST 2301	3
XXXX x3xx Creative Arts Core	3
XXXX x4xx Life and Physical Sciences Core	4
XXXX x3xx Language, Philosophy and Culture Core	3
DRAM x3xx Drama Elective	3
DRAM 1121 Theater Practicum II	1

THIRD SEMESTER	
GOVT 2305 Federal Government	3
ENGL 1302 Composition II *OR* ENGL 1311	3
XXXX x4xx Life and Physical Sciences Core	4
DRAM x3xx Drama elective	3
DRAM 2120 Theater Practicum III	1

FOURTH SEMESTER	
GOVT 2306 Texas Government	3
XXXX x3xx Social and Behavioral Sciences Core	3
SPCH 1315 Public Speaking *OR* SPCH 1321	3
DRAM X3xx Drama Elective	3
DRAM 2121 Theater Practicum IV	1

Total Semester Hours—60

⊿Classes chosen in major must be different from courses used for Core requirements.

VETERINARY TECHNICIAN

Veterinary Technician, Associate of Applied Science

Our two-year veterinary technician associate of applied science degree provides you with the information, skills and experience you will need to follow a fulfilling career in companion animal medicine, clinical practice, agriculture, public health, wildlife/zoo medicine or biomedical research.

Our program provides you both the classroom and clinical experiences needed to attain competence in this profession. The curriculum has been designed in compliance with the education and training outlined by CVTEA, the accrediting committee of the American Veterinary Medical Association (AVMA) for veterinary technicians.

Upon successful completion of this AAS, you will be eligible to take both the national and state exams leading to certification as a Licensed Veterinary Technician (LVT).

VETERINARY TECHNICIAN

Associate of Applied Science

TSI Complete

Major Courses ..... 44 credits

VTHT 1301 Introduction to Veterinary Technology
VTHT 1205 Veterinary Medical Terminology
VTHT 1413 Veterinary Anatomy and Physiology
VTHT 1209 Veterinary Nutrition
VTHT 2301 Canine and Feline Clinical Management
VTHT 1317 Veterinary Office Management
VTHT 2213 Lab Animal Clinical Management
VTHT 1125 Pharmacological Calculations
VTHT 1345 Veterinary Radiology
VTHT 1349 Veterinary Pharmacology
VTHT 2323 Veterinary Clinical Pathology I
VTHT 1441 Anesthesia and Surgical Assistance
VTHT 2425 Large Animal Assisting Techniques
VTHT 2321 Veterinary Parasitology
VTHT 2460 Clinical - Veterinary/Animal Health Technology/Technician and Veterinary Assistant

General Education Requirements..... 16 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 44
General Education Requirements: 16
Total Semester Hours: 60

Course Sequence:

FIRST SEMESTER		**Credit Hours**
VTHT 1301	Introduction to Veterinary Technology	3
VTHT 1205	Veterinary Medical Terminology	2
CHEM 1406	**Introductory Chemistry I**	**4**
MATH 1314	**College Algebra**	**3**
SPCH 1321	**Business and Professional Communication**	**3**

SECOND SEMESTER		
VTHT 1413	Veterinary Anatomy and Physiology	4
VTHT 1209	Veterinary Nutrition	2
VTHT 2301	Canine and Feline Clinical Management	3
VTHT 1317	Veterinary Office Management	3
VTHT 2213	Lab Animal Clinical Management	2

SUMMER		
PSYC 2301	**General Psychology**	**3**
VTHT 1125	Pharmacological Calculations	1
PHIL 2306	**Introduction to Ethics** *OR* **MUSI 1306** *OR* **ARTS 1301**	**3**

THIRD SEMESTER		
VTHT 1345	Veterinary Radiology	3
VTHT 1349	Veterinary Pharmacology	3
VTHT 2323	Veterinary Clinical Pathology I	3
VTHT 1441	Anesthesia and Surgical Assistance	4

FOURTH SEMESTER		
VTHT 2425	Large Animal Assisting Techniques	4
VTHT 2321	Veterinary Parasitology	3
VTHT 2460	Clinical - Veterinary/Animal Health Technology/Technician and Veterinary Assistant	4

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

NOTE: Course with the VTHT prefix must be taken in sequence. A grade of C or better is required to advance to the next course in the sequence.

VISION CARE TECHNOLOGY

Vision Care, Certificate of Proficiency

A career in vision care is an extremely rewarding health care profession. As a vision care professional, you will be assisting others in one of life's most precious gifts, the ability tosee.

There are several areas to utilize the skills you will learn with our program. You may serve the eye care physician as an Optometric or Ophthalmic Assistant or become an optician and serve the public and physicians as the professional that fills prescriptions for glasses and contact lenses.

Our program and faculty will help you be successful in this field. By teaching practical experience with combined scientific and clinical skills, we provide you the opportunity to work well with patients.

VISION CARE TECHNOLOGY

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER

OPTS 1311	The Visual System	3
OPTS 2341	Ophthalmic Techniques	3
OPTS 1501	Ophthalmic Dispensing	5
OPTS 1309	Ophthalmic Laboratory I	3
OPTS 1315	Basic Contact Lenses	3
OPTS 1305	Geometric Optics	3

SECOND SEMESTER

OPTS 2345	Advanced Ophthalmic Techniques	3
OPTS 2531	Advanced Ophthalmic Dispensing	5
OPTS 1349	Ophthalmic Laboratory II	3
OPTS 2335	Advanced Contact Lenses	3
OPTS 2166	Ophthalmic Practicum I	1
OPTS 1319	Vision Care Office Procedures	3

SUMMER SESSION 1

OPTS 2266	Ophthalmic Practicum II	2

Total Semester Hours—40

All technical courses in the degree curriculum must be successfully completed with a grade of "C" or better in order to receive the certificate. Having not made a grade of "C" or better in any technical course, the student may not be allowed to continue taking technical courses until that deficiency is satisfied.

VISUAL COMMUNICATIONS

Visual Communications, Associate of Applied Science

The Visual Communications program is an excellent career choice for those who are creative and like to think outside of the box. We offer you extensive training in everything from graphic design to photography.

Let our expert professors teach you how to use industry-specific software to create quality products, as well as techniques used heavily in the industry. Class sizes are small, which makes for a close-knit atmosphere and allows you to really absorb training, all while building a substantial portfolio for the job market.

Upon graduation, you will be prepared to seek entry-level employment as an advertising designer, computer artist, freelance artist, graphic designer, layout artist or photographer.

Let your creativity soar and join the TJC Visual Communications program today.

Visual Communications: Graphic Design, Certificate of Proficiency

The Graphic Design certificate program offers in-depth, hands-on training. By participating in the certificate of proficiency program, you'll receive firsthand knowledge and skills on how to obtain and sustain a career as a graphic designer and/or visual artist.

You will combine technical expertise with artistic ability to turn abstract ideas into unique projects. Class sizes are small, which makes for a close-knit atmosphere and allows you to really absorb training.

Use the latest technology and programs to create, edit and produce quality products all while building your portfolio for the job market in the process.

Visual Communications: Photography, Certificate of Proficiency

By participating in the certificate of proficiency program, you will receive the firsthand knowledge and skills on how to obtain and sustain a career as a photographer, photojournalist or other photographic related pathway.

At TJC, we teach you more than just taking pictures; you learn how to capture moments. Class sizes are small, which makes for a close-knit atmosphere and allows students to really absorb training.

Our photography certificate program offers excellent, expert knowledge at a minimal cost, making it a great investment for your future.

Visual Communications: Web Development, Associate of Applied Science

Web professionals are needed to develop and maintain corporate websites throughout the business world.

In our Web Development program we prepare you to enter this exciting field by teaching you how to design, develop and maintain websites using the latest techniques, technologies and software tools.

We teach an exciting variety of course options in a hands-on learning environment and our expert faculty will guide you through analysis of real world case studies and hands-on projects.

Come join us and take the next step to your future in web development.

Visual Communications: Web Development, Certificate of Proficiency

Our certificate program in Web Development offers you excellent, expert knowledge and is cost and time efficient.

We prepare you to enter this field with an exciting variety of courses in a hands-on learning environment. Analysis of real world case studies and hands-on projects, led by our expert faculty, will teach you how to design, develop and maintain websites using the latest techniques, technologies and software tools.

Upon graduation you will have acquired the foundational skills and professional practices necessary to succeed and grow in the web development field.

VISUAL COMMUNICATIONS

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

PHTC 1311 Fundamentals of Photography
ARTC 1305 Basic Graphic Design
ARTC 1313 Digital Publishing I
IMED 1301 Introduction to Digital Media
PHTC 2301 Intermediate Photography
ARTC 1302 Digital Imaging I
ARTC 2348 Digital Publishing III
GRPH 1359 Vector Graphics for Production
ARTC 2305 Digital Imaging II
PHTC 1345 Illustrative Photography I
IMED 1316 Web Design I
PHTC 1341 Color Photography I
IMED 2311 Portfolio Development
GRPH 2336 Prepress Techniques
IMED 2315 Web Design II

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER	**Credit Hours**
PHTC 1311 Fundamentals of Photography	3
ARTC 1305 Basic Graphic Design	3
ARTC 1313 Digital Publishing I	3
IMED 1301 Introduction to Digital Media	3
EDUC 1300 Learning Framework	**3**
SECOND SEMESTER	
PHTC 2301 Intermediate Photography	3
ARTC 1302 Digital Imaging I	3
ARTC 2348 Digital Publishing III	3
GRPH 1359 Vector Graphics for Production	3
ENGL 1301 Composition I	**3**
THIRD SEMESTER	
ARTC 2305 Digital Imaging II	3
PHTC 1345 Illustrative Photography I	3
IMED 1316 Web Design I	3
SPCH 1321 Business and Professional Communication	**3**
XXXX x3xx Language, Philosophy and Culture Core *OR*	
XXXX x3xx Creative Arts Core	**3**
FOURTH SEMESTER	
PHTC 1341 Color Photography I	3
IMED 2311 Portfolio Development	3
GRPH 2336 Prepress Techniques	3
IMED 2315 Web Design II	3
MATH 1332 Contemporary Mathematics *OR*	**3**
MATH 1342 *OR*	
MATH 1350 *OR*	
MATH 1351 *OR*	
MATH 1314 *OR*	
MATH 1316 *OR*	
MATH 1324	

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

ARTC 2388, Internship - Commercial and Advertising Art, can be substituted for one course in the degree plan with the approval of the department chair when a suitable internship experience is available.

VISUAL COMMUNICATIONS:

GRAPHIC DESIGN

Certificate of Proficiency

TSI Complete

FIRST SEMESTER	CREDIT HOURS
PHTC 1311 Fundamentals of Photography	3
ARTC 1305 Basic Graphic Design	3
ARTC 1313 Digital Publishing I	3

SECOND SEMESTER	
ARTC 2348 Digital Publishing III	3
GRPH 1359 Vector Graphics for Production	3
ARTC 1302 Digital Imaging I	3
IMED 1301 Introduction to Digital Media	3

THIRD SEMESTER	
GRPH 2336 Prepress Techniques	3
IMED 1316 Web Design I	3
ARTC 2305 Digital Imaging II	3

Total Semester Hours—30

VISUAL COMMUNICATIONS:

PHOTOGRAPHY

Certificate of Proficiency

TSI Complete

FIRST SEMESTER	Credit Hours
PHTC 1311 Fundamentals of Photography	3
ARTC 1313 Digital Publishing I	3
IMED 1301 Introduction to Digital Media	3

SECOND SEMESTER	
PHTC 2301 Intermediate Photography	3
ARTC 1302 Digital Imaging I	3
PHTC 1341 Color Photography I	3
GRPH 1359 Vector Graphics for Production	3

THIRD SEMESTER	
PHTC 1345 Illustrative Photography I	3
IMED 1316 Web Design I	3
ARTC 2305 Digital Imaging II	3

Total Semester Hours—30

VISUAL COMMUNICATIONS:

WEB DEVELOPMENT

Associate of Applied Science

TSI Complete

Major Courses ..... 45 credits

PHTC 1311 Fundamentals of Photography
ARTC 1305 Basic Graphic Design
ARTC 1313 Digital Publishing I
ITSE 1311 Beginning Web Programming
IMED 1301 Introduction to Digital Media
ITSE 2309 Database Programming
ITSE 1306 PHP Programming
ARTC 1302 Digital Imaging I
ARTC 2348 Digital Publishing III
ARTC 2305 Digital Imaging II
ITSE 2302 Intermediate Web Programming
IMED 1316 Web Design I
IMED 2311 Portfolio Development
IMED 2315 Web Design II
INEW 2334 Advanced Web Programming

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER **Credit Hours**

ARTC 1305 Basic Graphic Design 3
ARTC 1313 Digital Publishing I 3
ITSE 1311 Beginning Web Programming 3
PHTC 1311 Fundamentals of Photography 3
EDUC 1300 Learning Framework 3

SECOND SEMESTER

IMED 1301 Introduction to Digital Media 3
ARTC 1302 Digital Imaging I 3
ARTC 2348 Digital Publishing III 3
ITSE 2309 Database Programming 3
ITSE 1306 PHP Programming 3

THIRD SEMESTER

SPCH 1321 Business and Professional Communication 3
IMED 1316 Web Design I 3
ARTC 2305 Digital Imaging II 3
ENGL 1301 Composition I 3
ITSE 2302 Intermediate Web Programming 3

FOURTH SEMESTER

INEW 2334 Advanced Web Programming 3
IMED 2315 Web Design II 3
IMED 2311 Portfolio Development 3
XXXX x3xx Language, Philosophy and Culture Core *OR* **3**
XXXX x3xx Creative Arts Core
MATH 1332 Contemporary Mathematics *OR* **..... 3**
MATH 1342 *OR*
MATH 1350 *OR*
MATH 1351 *OR*
MATH 1314 *OR*
MATH 1316 *OR*
MATH 1324

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

ARTC 2388, Internship - Commercial and Advertising Art, can be substituted for one course in the degree plan with the approval of the department chair when a suitable internship experience is available.

VISUAL COMMUNICATIONS:

WEB DEVELOPMENT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER **Credit Hours**

PHTC 1311 Fundamentals of Photography 3
ARTC 1305 Basic Graphic Design 3
ARTC 1313 Digital Publishing I 3
ITSE 1311 Beginning Web Programming 3

SECOND SEMESTER

IMED 1301 Introduction to Digital Media 3
ARTC 1302 Digital Imaging I 3
ARTC 2348 Digital Publishing III 3
ITSE 1306 PHP Programming 3
ITSE 2309 Database Programming 3

THIRD SEMESTER

IMED 1316 Web Design I 3
ARTC 2305 Digital Imaging II 3
ITSE 2302 Intermediate Web Programming 3

Total Semester Hours—36

WELDING TECHNOLOGY

Welding Technology, Associate of Applied Science

If you like working with your hands, a career in welding technology may be just right for you. Earn your Associate of Applied Science degree through our Welding Technology program and join an industry that's heating up the job market right now.

Our hands-on teaching methods and state-of-the-art lab allow you to get your hands dirty and really experience what welding is like. You will get acclimated to the tools used in the industry, safety procedures and the latest welding techniques. The experience you will gain with our program is as close as you can get to the real thing. Upon graduation, you will be able to jump right in and get to work.

Join the Welding Technology program and let us ignite what could be a lucrative future for you.

Welding Technology: Entry Level Option, Certificate of Proficiency

Welders join metal parts using heat and/or pressure to form a permanent bond. Our entry level certificate of proficiency in Welding Technology provides you with a fast track to using the skills you learn in the real world.

Our highly qualified professors will teach you hands-on using the equipment and safety practices for several different welding processes. Additionally, you will learn blueprint reading as well as layout and fabrication skills.

Come take your first step to a new career.

Welding Technology: Advanced Level Option, Certificate of Proficiency

Take your welding skills to the next level with our advanced level certificate of proficiency.

Our program is designed to train you in the fundamentals of higher level welding skills. Our top-notch professors will introduce you to pipe welding and also teach you gas tungsten arc welding (GTAW). These skills, along with our instruction in Welding Codes, will give you a step up on your workforce peers.

The advanced level certificate is perfect for students who are wanting to further their welding career, but can't fully make the time commitment of a two-year degree.

WELDING TECHNOLOGY

Associate of Applied Science

TSI Complete

Major Courses.....45 credits

WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting
WLDG 1313 Introduction to Blueprint Reading for Welders
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1317 Introduction to Layout and Fabrication
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)
WLDG 1312 Introduction to Flux Cored Arc Welding (FCAW)
WLDG 1435 Introduction to Pipe Welding
WLDG 2453 Advanced Pipe Welding
ITSC 1309 Integrated Software Applications I WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)
WLDG 1327 Welding Codes and Standards

General Education Requirements..... 15 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/ government/political science), and natural science/ mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER		**Credit Hours**
WLDG 1204	Fundamentals of Oxy-Fuel Welding and Cutting	2
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
ENGL 1301	**Composition I**	**3**
SECOND SEMESTER		
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1317	Introduction to Layout and Fabrication	3
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
MATH 1314	**College Algebra** *OR* **MATH 1316** *OR* **MATH 1324** *OR* **MATH 1332**	**3**
SUMMER SESSION I		
WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)	3
THIRD SEMESTER		
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2453	Advanced Pipe Welding	4
ITSC 1309	Integrated Software Applications I	3
SPCH 1321	**Business & Professional Communication**	**3**
FOURTH SEMESTER		
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
PHIL 2306	**Introduction to Ethics**	**3**
PSYC 2301	**General Psychology** *OR* **SOCI 1301**	**3**
SUMMER SESSION I		
WLDG 1327	Welding Codes and Standards	3

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

NOTE: Applicants must meet the admission requirements for TJC, meet minimum standards on the TSI Assessments in reading, writing, and math, and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend welding orientation.

WELDING TECHNOLOGY:

ENTRY LEVEL OPTION

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER

WLDG 1204	Fundamentals of Oxy-Fuel Welding and Cutting	2
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4

SECOND SEMESTER

WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1317	Introduction to Layout and Fabrication	3
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4

SUMMER SESSION 1

WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)	3

Total Semester Hours—23

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. However, the passage of the Bennett test cannot exclude a student from enrollment in a Level 1 (CERT1) program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend welding orientation.

WELDING TECHNOLOGY:

ADVANCED LEVEL OPTION

Certificate of Proficiency

TSI Exempt

Prerequisites:

WLDG 1204	Fundamentals of Oxy-Fuel Welding and Cutting	2
WLDG 1428	Introduction to Metal Arc Welding (SMAW)	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4

FIRST SEMESTER

WLDG 1435	Introduction to Pipe Welding	4
WLDG 2453	Advanced Pipe Welding	4

SECOND SEMESTER

WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4

SUMMER SESSION 1

WLDG 1327	Welding Codes and Standards	3

Total Semester Hours—29

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. However, the passage of the Bennett test cannot exclude a student from enrollment in a Level 1 (CERT1) program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend welding orientation.

WELLNESS AND EXERCISE SPECIALIST

Wellness and Exercise Specialist, Associate of Applied Science

If you're looking for a way to help others and educate, then consider a career in wellness and exercise. As a Wellness and Exercise Specialist you will test, assess, lead, instruct, train and motivate individuals or groups in exercise activities including cardiovascular exercise, strength training, endurance training, sports performance and flexibility.

As a TJC graduate, you will be able to design an exercise program based on the needs, abilities, and available facilities for an individual client, specific groups of individuals and/or special populations.

Our program, curriculum and small faculty-to-student ratio is designed to prepare you to complete national certifications within the Wellness and Fitness Industry. Advanced degrees can be obtained through BAAS offerings at University of Texas at Tyler, Texas A&M Commerce and Stephen F. Austin State University.

Wellness and Exercise Specialist, Certificate of Proficiency

Our Certificate of Proficiency in Wellness & Exercise prepares you to become a certified personal trainer and/or certified group exercise instructor.

With these skills you may work with both apparently healthy individuals, as well as those with health challenges, who are able to exercise independently in order to enhance quality of life, improve health-related physical fitness, improve exercise and/or sports performance, manage health risk and promote lasting healthy behavior changes.

Earn a living while becoming a healthier individual in the process. It's a win/win. Enroll in TJC's Wellness & Exercise program today and become a better you tomorrow.

WELLNESS AND EXERCISE SPECIALIST

Associate of Applied Science

TSI Complete

Major Courses ..... 34 credits

FITT 2333	Fitness Industry Operations and Technology
KINE 2109	Weight Training 1
FITT 1495	Special Topics in Kinesiology and Exercise Science
FITT 2313	Exercise Science
FITT 1401	Fitness and Exercise Testing
BIOL 1322	Nutrition and Diet Therapy 1
FITT 2411	Prevention and Care of Exercise Injury
FITT 1343	Performance Enhancement for Athletics
FITT 2409	Theory of Exercise Program Design and Instruction
FITT 2301	Lifestyle Change for Wellness
FITT 2264	Practicum (or Field Experience) - Health and Physical Education, General

General Education Requirements..... 26 credits

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 34
General Education Requirements: 26
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER **Credit Hours**

BIOL 2401	**Anatomy & Physiology 1**	**4**
FITT 2333	Fitness Industry Operations and Technology	3
COSC 1301	**Introduction to Computing**	**3**
PSYC 2314	**Lifespan Growth and Development**	**3**
KINE 2109	Weight Training 1	1

SECOND SEMESTER

BIOL 2402	**Anatomy & Physiology II**	**4**
ENGL 1301	**Composition 1**	**3**
FITT 1495	Special Topics in Kinesiology and Exercise Science	4
MATH 1324	**Math for Business& Social Sciences** *OR* **MATH 1342**	**3**

THIRD SEMESTER

FITT 2313	Exercise Science	3
FITT 1401	Fitness and Exercise Testing	4
BIOL 1322	Nutrition and Diet Therapy 1	3
FITT 2411	Prevention and Care of Exercise Injury	4
ARTS 1301	**Art Appreciation** *OR* **MUSI 1306**	**3**

FOURTH SEMESTER

FITT 1343	Performance Enhancement for Athletics	3
FITT 2409	Theory of Exercise Program Design and Instruction	4
SPCH 1315	**Public Speaking** *OR* **SPCH 1321**	**3**
FITT 2301	Lifestyle Change for Wellness	3
FITT 2264	Practicum (or Field Experience) - Health and Physical Education, General	2

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

WELLNESS AND EXERCISE SPECIALIST

Certificate of Proficiency

TSI Complete

FIRST SEMESTER **Credit Hours**

BIOL 2401	**Anatomy & Physiology I**	**4**
FITT 2333	Fitness Industry Operations and Technology	3
KINE 2109	Weight Training I	1

SECOND SEMESTER

BIOL 2402	**Anatomy & Physiology II**	**4**
FITT 1495	Special Topics in Kinesiology and Exercise Science	4

THIRD SEMESTER

FITT 2313	Exercise Science	3
FITT 1401	Fitness and Exercise Testing	4
BIOL 1322	Nutrition and Diet Therapy I	3
FITT 2411	Prevention and Care of Exercise Injury	4

FOURTH SEMESTER

FITT 1343	Performance Enhancement for Athletics	3
FITT 2409	Theory of Exercise Program Design and Instruction	4
FITT 2301	Lifestyle Change for Wellness	3

Total Semester Hours—40

Courses titled in **bold type** *represent general education courses.*

Course Descriptions

Numbering of Courses

The four-letter prefix will be used to identify subject areas as follows:

1st digit: Identifies level
0—developmental,
1—freshman 2—sophomore
2nd digit: Identifies credit hour value
3rd digit: Establishes course sequence.
4th digit: Establishes course sequence.

(ACCT) Accounting

ACCT 2301 Principles of Financial Accounting
(2-4) (3 credits)
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure and record financial transactions. Students will userecorded financial information to prepare a balance sheet,income statement, statement of cash flows, andstatement of shareholders' equity to communicate thebusiness entity's results of operations and financial position to users of financial information who are externalto the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).
Prerequisite: Must be TSI Math complete

ACCT 2302 Principles of Managerial Accounting
(2-4) (3 credits)
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
Prerequisite: ACCT 2301 with a grade of "C" or better

(ACNT) Accounting Technician

ACNT 1303 Introduction to Accounting I (3-0) (3 credits)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1304 Introduction to Accounting II (3-0) (3 credits)
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.
Prerequisite: ACNT 1303 with a grade of "C" or better

ACNT 1311 Introduction to Computerized Accounting
(2-2) (3 credits)
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.
Prerequisite: ACNT 1303 with a grade of "C" or better

ACNT 1329 Payroll and Business Tax Accounting
(2-2) (3 credits)
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. This course is offered in the Spring only.
Prerequisite: ACNT 1303 with a grade of "C" or better

ACNT 1391 Special Topics in Accounting (3-0) (3 credits)
Topics address recently identified current events,skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

ACNT 2311 Managerial Accounting (3-0) (3 credits)
Practical applications of accounting with emphasis on cost behavior, capital management decisions, budgeting, and financial statement analysis.
Prerequisite: ACNT 1303 or ACCT 2301 with a grade of "C" or better

(ARCE) Architectural Design

ARCE 1452 Structural Drafting (3-3) (4 credits)
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.
Prerequisite: DFTG 1409 or ENGR 1304 with a grade of "C" or better

(ARTC) Graphic Design, Commercial Art and Illustration

ARTC 1302 Digital Imaging I (2-4) (3 credits)
Digital imaging using raster image editing and/or image

creation software: scanning, resolution, file formats, output devices, color systems, and image acquisitions.

ARTC 1305 Basic Graphic Design (3-0) (3 credits)
Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles.

ARTC 1313 Digital Publishing I (2-4) (3 credits)
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTC 1321 Illustration Techniques I (2-4) (3 credits)
A study of illustration techniques in various media. Emphasis on creative interpretation and the discipline of draftsmanship for visual communication of ideas.

ARTC 2301 Illustration Techniques II (2-4) (3 credits)
Advanced study of illustration media and techniques using digital and/or traditional tools. Emphasis on conceptualization and composition.
Prerequisite: ARTC 1321 with a grade of "C" or better

ARTC 2305 Digital Imaging II (2-4) (3 credits)
Principles of digital image processing and digital painting. Emphasis on raster-based imaging and the creative aspects of electronic illustration for commercial or fine art applications.
Prerequisite: ARTC 1302 with a grade of "C" or better

ARTC 2348 Digital Publishing III (2-4) (3 credits)
A project-based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. This course is offered in the Spring only.
Prerequisite: ARTC 1305 with a grade of "C" or better or concurrent enrollment

ARTC 2388 Internship-Commercial and Advertising Art (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(ARTS) Art

ARTS 1301 Art Appreciation (3-0) (3 credits)
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

ARTS 1303 Art History I (3-0) (3 credits)
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

ARTS 1304 Art History II (3-0) (3 credits)
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

ARTS 1311 Design I (3-3) (3 credits)
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

ARTS 1312 Design II (3-3) (3 credits)
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

ARTS 1316 Drawing I (3-3) (3 credits)
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

ARTS 1317 Drawing II (3-3) (3 credits)
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

ARTS 2316 Painting I (3-3) (3 credits)
Exploration of ideas using painting media and techniques.

ARTS 2317 Painting II (3-3) (3 credits)
Exploration of ideas using painting media and techniques.

ARTS 2323 Life Drawing I (3-3) (3 credits)
Basic study of the human form.

ARTS 2324 Life Drawing II (3-3) (3 credits)
Basic study of the human form.

ARTS 2326 Sculpture I (3-3) (3 credits)
Exploration of ideas using sculpture media and techniques.

ARTS 2327 Sculpture II (3-3) (3 credits)
Exploration of ideas using sculpture media and techniques.

ARTS 2333 Printmaking I (3-3) (3 credits)
Exploration of ideas using various printmaking processes.

ARTS 2334 Printmaking II (3-3) (3 credits)
Exploration of ideas using various printmaking processes.

ARTS 2336 Fiber Arts I (3-3) (3 credits)
Structure and design of woven and non-woven fiber forms.

ARTS 2346 Ceramics I (3-3) (3 credits)
Exploration of ideas using basic ceramic processes.

ARTS 2347 Ceramics II (3-3) (3 credits)
Exploration of ideas using basic ceramic processes.

ARTS 2348 Digital Art I (3-3) (3 credits)
Studio art courses that explore the potential of the

computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

ARTS 2349 Digital Art II (3-3) (3 credits)
Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

(ARTV) Animation

ARTV 1341 3-D Animation I (2-4) (3 credits)
Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.
Prerequisite: ARTV 2345 with a grade of "C" or better

ARTV 1345 3-D Modeling and Rendering I (2-4) (3 credits)
Techniques of three-dimensional (3-D) modeling utilizing industry standard software. Includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera light sources, texture, and surface mapping.

ARTV 2345 3-D Modeling and Rendering II (2-4) (3 credits)
A studio course focused on advanced 3-D modeling and rendering techniques using industry standard software, modeling techniques, camera settings, lighting, and surfacing to develop detailed environments.
Prerequisite: ARTV 1345 with a grade of "C" or better

ARTV 2351 3-D Animation II (2-4) (3 credits)
Advanced level 3-D course utilizing animation tools and techniques used to develop movement. Emphasis on advanced animation techniques.
Prerequisite: ARTV 1341 with a grade of "C" or better

(AUMT) Automotive Mechanic/ Technician

AUMT 1305 Introduction to Automotive Technology
(2-2) (3 credits)
An introduction to the automotive industry including automotive history, safety practices, shop equipment, and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer specific.

AUMT 1407 Automotive Electrical Systems (3-2) (4 credits) An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service manuals. May be taught manufacturer specific.

AUMT 1410 Automotive Brake Systems (3-4) (4 credits)
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions.
Prerequisite: AUMT 1305 and AUMT 1407 with a grade of "C" or better

AUMT 1416 Automotive Suspension and Steering Systems
(3-4) (4 credits)
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.
Prerequisite: AUMT 1305 and AUMT 1407 with a grade of "C" or better

AUMT 1419 Automotive Engine Repair (3-4) (4 credits)
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.
Prerequisite: AUMT 1305 and AUMT 1407 with a grade of "C" or better

AUMT 1445 Automotive Climate Control Systems
(2-4) (4 credits)
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.
Prerequisite: AUMT 1305 and AUMT 1407 with a grade of "C" or better

AUMT 2357 Automotive Alternative Fuels (2-3) (3 credits)
A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state regulations concerning fuels.
Prerequisite: AUMT 1305 and AUMT 1407 with a grade of "C" or better

AUMT 2380 Cooperative Education-Automobile/Automotive Mechanics Technology/Technician
(1-15) (3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Prerequisite: AUMT 1305, AUMT 1407, AUMT 1419, AUMT 2417, AUMT 2434, AUMT 1445, AUMT 2357, AUMT 1410, and AUMT 1416 with a grade of "C" or better and all core classes
Co-requisites: AUMT 2413 and AUMT 2425

AUMT 2413 Automotive Drive Train and Axles
(3-4) (4 credits)
A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on diagnosis and repair. May be taught with manufacturer specific instructions.
Prerequisite: AUMT 1305 and AUMT 1407 with a grade of "C" or better

AUMT 2417 Automotive Engine Performance Analysis I (3-4) (4 credits)
Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.
Prerequisite: AUMT 1305 and AUMT 1407 with a grade of "C" or better

AUMT 2425 Automotive Automatic Transmission and Transaxle
(3-4) (4 credits)
A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific.
Prerequisite: AUMT 1305, AUMT 1407 and AUMT 2413 with a grade of "C" or better

AUMT 2434 Automotive Engine Performance Analysis II (3-4) (4 credits)
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.
Prerequisite: AUMT 1305, AUMT 1407 and AUMT 2417 with a grade of "C" or better

(BCIS) Business Computer Information Systems

BCIS 1405 Business Computer Applications
(3-3) (4 credits)
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

(BIOL) Biology

BIOL 1322 Nutrition & Diet Therapy I (3-0) (3 credits)
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. (Cross-listed as HECO 1322)

BIOL 1406 Biology for Science Majors I (3-3) (4 credits)
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

BIOL 1407 Biology for Science Majors II (3-3) (4 credits)
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

BIOL 1408 Biology for Non Science Majors I
(3-3) (4 credits)
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

BIOL 1409 Biology For Non Science Majors II
(3-3) (4 credits)
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.

BIOL 1411 General Botany (3-3) (4 credits)
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.)

BIOL 2401 Anatomy & Physiology I (3-4) (4 credits)
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.
Prerequisite: Must be TSI passed/exempt in Reading and Writing.

BIOL 2402 Anatomy & Physiology II (3-4) (4 credits)
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.
Prerequisite: BIOL 2401 with a grade of "C" or better

BIOL 2404 Anatomy & Physiology (3-4) (4 credits)
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

BIOL 2406 Environmental Biology (3-3) (4 credits)
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

BIOL 2416 Genetics (3-3) (4 credits)
Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.
Prerequisite: BIOL 1406, BIOL 1407 and CHEM 1411 with a grade of "C" or better or department chair approval

BIOL 2420 Microbiology for Non-Science Majors (3-3) (4 credits)
Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology.
Prerequisite: BIOL 2404 or equivalent with a grade of "C" or better

(BMGT) Business Administration and Management, General

BMGT 1301 Supervision (3-0) (3 credits)
The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

BMGT 1327 Principles of Management (3-0) (3 credits)
Concepts, terminology, principles, theories, and issues in the field of management.

BMGT 1341 Business Ethics (3-0) (3 credits)
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

BMGT 1344 Negotiations and Conflict Management (3-0) (3 credits) Theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary, and problem-solver.

BMGT 2309 Leadership (3-0) (3 credits)
Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

BMGT 2310 Financial Management (3-0) (3 credits)
Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control.
Prerequisite: ACNT 1303 with a grade of "C" or better

BMGT 2311 Change Management (3-0) (3 credits) Knowledge, skills, and tools that enable a leader/ organization to facilitate change in a participative style. **Prerequisite:** HITT 2471 with a grade of "C" or better

BMGT 2341 Strategic Management (3-0) (3 credits) Strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.
Prerequisite: BMGT 2310 and BUSG 2309 with a grade of "C" or better

(BUSG) Business, General

BUSG 1304 Financial Literacy (3-0) (3 credits)
A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning.

BUSG 2309 Small Business Management/Entrepreneurship (3-0) (3 credits)
Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

(BUSI) Business

BUSI 1301 Business Principles (3-0) (3 credits)
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

(CBFM) Building/Property Maintenance Manager

CBFM 1407 Boiler Operation (3-2) (4 credits)
Basic boiler operation with emphasis on high pressure and low pressure systems.
Prerequisite: TECM 1303 with a grade of "C" or better

(CDEC) Child Development

CDEC 1303 Families, School & Community (3-1) (3 credits)
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. The student is responsible for transportation to an off-campus site.

CDEC 1311 Educating Young Children (3-1) (3 credits)
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and ProfessionalResponsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. The student is responsible for transportation to an off-campussite.

CDEC 1313 Curriculum Resources for Early Childhood Programs
(2-4) (3 credits)
A study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. The student is responsible for transportation to an off-campus site.

CDEC 1318 Wellness of the Young Child (3-2) (3 credits)
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Thestudent is responsible for transportation to an off-campussite.

CDEC 1319 Child Guidance (3-1) (3 credits)
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. The student is responsible for transportation to an off-campus site.

CDEC 1321 The Infant and Toddler (3-1) (3 credits)
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. The student is responsible for transportation to an off-campussite.

CDEC 1354 Child Growth and Development (3-1) (3 credits)
Physical, emotional, social and cognitive factors impacting growth and development of children through adolescence. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off campus site.

CDEC 1356 Emergent Literacy for Early Childhood
(3-1) (3 credits) An exploration of principles, methods, and materials for teaching language and literacy through a playbased integrated curriculum to children from birth through age eight. The student is responsible for transportation to an off-campus site.

CDEC 1359 Children with Special Needs (3-1) (3 credits)
A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role and legislative issues. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off-campus site.

CDEC 2326 Administration of Programs for Children I
(3-1) (3 credits)
Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off-campus site.

CDEC 2328 Administration of Programs for Children II (3-1) (3 credits)
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships.
Prerequisite: CDEC 2326 with a grade of "C" or better or department chair approval

CDEC 2374 Preschool Children: Learning Environments, Activities and Materials (2-4) (3 credits)
A course focusing on developmentally appropriate practices during the preschool years. This course includes developing and designing interest areas, and environments for discovery learning. Also includes scheduling and planning age appropriate activities as well as writing daily and weekly activities and objectives. Participation in an early childhood setting is required for this course. The student is responsible fortransportation to an off campus site.

CDEC 2384 Cooperative Education-Child Development (1-20) (3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student is responsible for transportation to an off-campus site.
Prerequisites: CDEC 1311, CDEC 1313, CDEC 1319 and CDEC 2326 with a grade of "C" or better

(CETT) Electronics Technology/Technician

CETT 1321 Electronic Fabrication (2-2) (3 credits)
A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

CETT 1325 Digital Fundamentals (2-3) (3 credits)
An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.
Prerequisite: IEIR 1304 with grade of "C" or better

(CHEM) Chemistry

CHEM 1405 Introductory Chemistry I (3-3) (4 credits)
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/ physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

CHEM 1406 Introductory Chemistry I-Allied Health Emphasis (3-3) (4 credits)
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/ physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

CHEM 1411 General Chemistry I (3-3) (4 credits)
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.
Prerequisite: MATH 1314 with a grade of "C" or better or concurrent enrollment

CHEM 1412 General Chemistry II (3-3) (4 credits)
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.
Prerequisite: CHEM 1411 with a grade of "C" or better

CHEM 2423 Organic Chemistry I (3-4) (4 credits)
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PREPROFESSIONAL PROGRAMS.
Prerequisite: CHEM 1412 with a grade of "C" or better

CHEM 2425 Organic Chemistry II (3-4) (4 credits)
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.
Prerequisite: CHEM 2423 with a grade of "C" or better

(CHLT) Community Health Worker

CHLT 1301 Introduction to Community Health (2-4) (3 credits)
Designed to provide a basic understanding of variables that affect health sectors in the community.

CHLT 1302 Wellness and Health Promotion (2-3) (3 credits)
Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Includes health behavior theories and approaches to behavior modification.

CHLT 1340 Community Health Advocacy (2-3) (3 credits) Study of local, regional, and national health care resources. Identification of health organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/participation in related activities.

CHLT 1342 Community Health Field Methods (3-0) (3 credits)
Preparation for field work with individuals, families, and groups emphasizing teaching and capacity building skills. Topics include outreach methods, area canvassing, home visiting, group work, community events, and community organizing.

CHLT 1391 Special Topics in Community Health Liaison (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

CHLT 2367 Practicum or (Field Experience)-Community Health Services/Liaison/Counseling (0-21) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer,

college, and student.
Prerequisite: CHLT 1301, CHLT 1302 and CHLT 1340 with a grade of "C" or better
Co-requisite: CHLT 1391

(CJSA) Criminal Justice and Law Enforcement Administration

CJSA 1308 Criminalistics I (3-0) (3 credits)
Introduction to the field of criminalistics. Topics include the application of the scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

CJSA 1393 Special Topics in Criminal Justice Studies-Violent Crime Investigations (3-0) (3 credits)
Topics address recently identified current events,skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Prerequisites: CJSA 1308, CJSA 2323 and CRIJ 2314 with a grade of "C" or better
Co-requisite: CJSA 2332

CJSA 2323 Criminalistics II (3-3) (3 credits)
Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification.
Prerequisite: CJSA 1308 and CRIJ 2314 with a grade of "C" or better

CJSA 2332 Criminalistics III (3-3) (3 credits)
A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court.
Prerequisite: CJSA 1308, CRIJ 2314 and CJSA 2323with a grade of "C" or better
Co-requisite: CJSA 1393

(CMSW) Clinical/Medical Social Work

CMSW 1341 Behavior Modification and Cognitive Disorder (3-0) (3 credits)
In-depth study of the theories and principles of behavioral science and the methods of modifying and controlling behavior in clients with cognitive disorders.

(COMM) Communication

COMM 1129 News Publications I (0-3) (1 credit)
Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision.
Co-requisite: COMM 2311

COMM 1307 Introduction to Mass Communication (3-0) (3 credits) Survey of basic content and structural elements of mass media and their functions and influences on society.

COMM 1335 Introduction to Electronic Media (3-0) (3 credits)
An overview of the development, regulation, economics, social impact, and industry practices in electronic media.

COMM 2303 Audio Production (3-0) (3 credits)
Practical experience in the operation of audio equipment, including both pre- and post-production needs.

COMM 2305 Editing & Layout (3-0) (3 credits)
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2311 Media Writing (3-0) (3 credits)
Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.
Co-requisite: COMM 1129

COMM 2315 News Reporting (3-0) (3 credits)
This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats.
Prerequisite: COMM 2311 with a grade of "C" or better

COMM 2327 Introduction to Advertising (3-0) (3 credits)
Fundamentals of advertising including theory and strategy, copywriting, design, and selection of media.
Prerequisite: ENGL 1301 with a grade of "C" or better

COMM 2330 Introduction to Public Relations (3-0) (3 credits)
Exploration of the history and development of public relations. Presentation of the theory behind and the process of public relations, including the planning, implementation, and evaluation of PR campaigns.
Prerequisite: ENGL 1301 with a grade of "C" or better

COMM 2332 Radio/Television News (3-0) (3 credits) Preparation and analysis of news styles for the electronic media.
Prerequisites: COMM 1307 with a grade of "C" or better

COMM 2389 Academic Cooperative (0-9) (3 credits)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.
Prerequisite: Last semester of student in Media Sales or Media Technology certificate program OR consentof advisor

(COSC) Computer Science

COSC 1301 Introduction to Computing (2-2) (3 credits)
Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

COSC 1330 Computer Programming (2-4) (3 credits)
Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1336 Programming Fundamentals I (2-4) (3 credits) This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.)
Prerequisite: COSC 1330 or COSC 1430 with a grade of "C" or better or prior programming experience

COSC 1337 Programming Fundamentals II (2-4) (3 credits) This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.)
Prerequisite: COSC 1336 or COSC 1436 with a grade of "C" or better

COSC 1420 "C" Programming I (3-3) (4 credits)
Introduces the fundamental concepts of structured programming in the "C" language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (Cross listed as BCIS 1320 and BCIS 1420)

COSC 2325 Computer Organization and Machine Language (2-4) (3 credits)
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.
Prerequisite: COSC 1336 or COSC 1436 with a grade of "C" or better

COSC 2336 Programming Fundamentals III (2-4) (3 credits)
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.
Prerequisite: COSC 1337 or COSC 1437 with grade of "C" or better

(CPMT) Computer Installation and Repair Technology/Technician

CPMT 1311 Introduction to Computer Maintenance (2-4) (3 credits)
Introduction to the installation, configuration, and maintenance of a microcomputer system.
Prerequisite: ITSC 1305 with a grade of "C" or better or concurrent enrollment

CPMT 1347 Computer System Peripherals (2-4) (3 credits)
Theory and practices involved in computer peripherals, operation and maintenance techniques, and the use of specialized test equipment.
Prerequisite: CPMT 1311 or CPMT 1411 with a grade of "C" or better

(CRIJ) Criminal Justice

CRIJ 1301 Introduction to Criminal Justice (3-0) (3 credits)
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306 Courts Systems and Practices (3-0) (3 credits)
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ 1307 Crime in America (3-0) (3 credits)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crime.

CRIJ 1310 Fundamentals of Criminal Law (3-0) (3 credits)
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ 1313 Juvenile Justice System (3-0) (3 credits)
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301 Community Resources in Corrections (3-0) (3 credits)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2313 Correctional Systems and Practices (3-0) (3 credits)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2314 Criminal Investigations (3-0) (3 credits)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323 Legal Aspects of Law Enforcement (3-0) (3 credits)
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328 Police System and Practices (3-0) (3 credits)
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

(DAAC) Substance Abuse and Addiction Counseling

DAAC 1304 Pharmacology of Addiction (3-0) (3 credits)
Emphasizes pharmacological effects of addiction,tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substanceuse and behaviors.

DAAC 1305 Co-Occurring Disorders (3-0) (3 credits)
Provides students with an understanding ofcooccurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness.

DAAC 1309 Assessment Skills of Alcohol and Other Drug Addictions (3-0) (3 credits)
Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan.

DAAC 1311 Counseling Theories (3-0) (3 credits)
An introduction to the theoretical base of major treatment modalities including Reality therapy, psychodynamic therapy, client-centered therapy, Rational-Emotive Therapy, cognitive-behavioral approaches (life skills training, behavior modification), and experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment settings.

DAAC 1317 Basic Counseling Skills (3-0) (3 credits)
Facilitates development of basic counseling skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making. Basic human defense mechanisms are presented, and appropriate applications of selected counseling approaches are emphasized.
Prerequisite: DAAC 1311 with a grade of "C" or better

DAAC 1319 Substance-Related and Addictive Disorders (3-0) (3 credits)
An overview of causes and consequences of substance-related and addictive disorders, the major drug classifications, and the counselor's code of ethics.

DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge, and /or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

DAAC 2307 Addicted Family Intervention (3-0) (3 credits)
Examination of family systems focusing on the effects of addiction and recovery.

DAAC 2330 Multicultural Counseling (3-0) (3 credits)
An extensive look at minority and diverse populations within the United States. Course explores various communication barriers frequently encountered between the counselor and the client. Students also explore and evaluate personal values, biases, and prejudices.

DAAC 2341 Counseling Alcohol and Other Drug Addictions (3-0) (3 credits)
Focus is on the application of counseling skills for the Alcohol and Other Drug (AOD) client. Designand utilization of treatment planning using a treatment team approach will be included. Confidentiality and ethical issues will be reviewed and practiced. Discussion of topics related to recovery from addiction, including concepts of addiction, relapse, relapse prevention, support group programs, aftercare methods, and prevention theories are presented. Aspects of counselor selfcare will also be studied.
Prerequisites: DAAC 1311, DAAC 2354 and DAAC 1317 with a grade of "C" or better

DAAC 2343 Current Issues (3-0) (3 credits)
A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated.
Prerequisites: Students must have completed all program-required classes through the third semester with a grade of "C" or better
Co-requisite: DAAC 2367

DAAC 2354 Dynamics of Group Counseling (3-0) (3 credits)
An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed.
Prerequisite: DAAC 1311 with a grade of "C" or better

DAAC 2367 Practicum-Alcohol/Drug Abuse Counseling (0-21) (3 credits)
Practical training in the workplace. Workplace training will be supported by an individualized learning plan developed by the employer, College, and student. The plan will focus on the 8-dimensions of the KSA's of addiction counseling.
Prerequisites: Completion of all program-required coursework through the third semester of classes with a grade of "C" or better and approval by the department chair after evaluation of student's degree audit
Co-requisite: DAAC 2343

(DANC) Dance

DANC 1110 Tap I (1-2) (1 credit)
Instruction and participation in Tap dance technique.

DANC 1112 Dance Practicum I (1-2) (1 credit) A practicum in dance as a performing art.

DANC 1141 Ballet I (0-6) (1 credit)
Instruction and participation in ballet technique.

DANC 1142 Ballet II (0-6) (1 credit)
Instruction and participation in ballet technique.
Prerequisite: DANC 1141 with a grade of "C" or better

DANC 1145 Modern Dance I (1-2) (1 credit)
Instruction and participation in modern dance technique.

DANC 1146 Modern Dance II (1-2) (1 credit)
Instruction and participation in modern dance technique.
Prerequisite: DANC 1145 with a grade of "C" or better

DANC 1147 Jazz Dance I (1-2) (1 credit)
Instruction and participation in jazz dance technique.

DANC 1148 Jazz Dance II (1-2) (1 credit)
Instruction and participation in jazz dance technique.
Prerequisite: DANC 1147 with a grade of "C" or better

DANC 1341 Ballet I (1-5) (3 credits)
Instruction and participation in ballet technique.

DANC 1342 Ballet II (1-5) (3 credits)
Instruction and participation in ballet technique.
Prerequisite: DANC 1341 with a grade of "C" or better

DANC 2303 Dance Appreciation I (3-0) (3 credits)
Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms.

(DFTG) Drafting and Design Technology/ Technician

DFTG 1325 Blueprint Reading and Sketching (2-3) (3 credits)
An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.
Prerequisite: ELPT 1345 with a grade of "C" or better

DFTG 1358 Electrical/Electronics Drafting (2-4) (3 credits)
Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.
Prerequisite: DFTG 1409 or ENGR 1304 with a grade of "C" or better

DFTG 1405 Technical Drafting (3-3) (4 credits)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.
Prerequisite: DFTG 1409 with a grade of "C" or better or concurrent enrollment

DFTG 1409 Basic Computer-Aided Drafting (3-3) (4 credits)
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG 1417 Architectural Drafting-Residential (3-3) (4 credits)
Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed workingdrawings for residential structures. Emphasis on light frame construction methods.
Prerequisite: DFTG 1409 with a grade of "C" or better

DFTG 1471 Process Piping Design I (3-3) (4 credits)
An introductory course in process piping design. Topics include piping terminology, functions of different piping equipment, using approved piping symbols, using piping specifications, different types of valves and pipe fittings, computing pipe dimensions using various pipe fittings

and creating blocks for piping symbols for CAD.
Prerequisite: DFTG 1409 or concurrent enrollment or ENGR 1304 with a grade of "C" or better

DFTG 1472 Process Piping Design II (3-3) (4 credits) An intermediate course in process piping design. Topics include reading flow diagrams, identifying instrumentation and flow diagram symbols, the logical order of flow diagrams, developing block symbols for flow diagrams, drawing sample flow diagrams with CAD and applying ANSI, OSHA, and EPA codes that govern piping.
Prerequisite: DFTG 1471 with a grade of "C" or better

DFTG 2300 Intermediate Architectural Drafting-Residential (2-4) (3 credits)
Continued application of principles and practices used in residential construction. Skills include identifying advanced architectural terminology and related disciplines; defining the principles of design and implementation of advanced residential construction; describing site and environmental considerations in planning a residential development; explaining material usage; applying codes and standards in the creation of construction drawings; and writing specifications.
Prerequisite: DFTG 1417 with a grade of "C" or better

DFTG 2302 Machine Drafting (2-4) (3 credits)
Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes.
Prerequisite: DFTG 1405 with a grade of "C" or better

DFTG 2306 Machine Design (2-4) (3 credits)
Theory and practice of design. Projects in problem solving, including: press fit, bolted and welded joints, and transmission components.
Prerequisite: DFTG 2402 with a grade of "C" or better

DFTG 2321 Topographical Drafting (2-4) (3 credits) Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, laying out traverses.
Prerequisite: DFTG 1409 or ENGR 1304 with a grade of "C" or better

DFTG 2330 Civil Drafting (2-4) (3 credits)
An in-depth study of drafting methods and principles used in civil engineering.
Prerequisite: DFTG 2321 with a grade of "C" or better

DFTG 2386 Internship-Drafting and Design Technology/ Technician, General (0-10) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisites: 30 semester credit hours in DFTG courses with a grade of "C" or better or consent of the professor

DFTG 2440 Solid Modeling/Design (3-3) (4 credits)
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

DFTG 2450 Geometric Dimensioning and Tolerancing (3-3) (4 credits)
Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings.
Prerequisites: ENGR 1304 or DFTG 1409 and DFTG 2440 with a grade of "C" or better

DFTG 2470 Process Piping Design III (3-3) (4 credits) An intermediate course in process piping design. Topics include developing process and instrumentation diagrams (P&IDs) process flow diagrams, mechanical flow diagrams, and utility flow diagrams.
Prerequisites: DFTG 1472 with grade of "C" or better

DFTG 2471 Process Piping Design IV (3-3) (4 credits)
An advanced course in process piping design. Topics include reading and creating pipe isometrics, producing field notes and sketches, producing piping plans and elevation and recognizing all necessary deliverables for process plant construction.
Prerequisites: DFTG 2470 with a grade of "C" or better

(DHYG) Dental Hygiene/Hygienist

DHYG 1103 Preventive Dental Hygiene I (1-1) (1 credit) The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication, and behavior modification.
Prerequisite: DHYG 1201 with a grade of "C" or better
Co-requisite: DHYG 1304 and DHYG 1331

DHYG 1201 Orofacial Anatomy, Histology & Embryology (1-4) (2 credits)
The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.
Prerequisite: Acceptance in Dental Hygiene program

DHYG 1211 Periodontology (2-0) (2 credits)
Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.
Prerequisite: DHYG 2233 with a grade of "C" or better
Co-Requisite: DHYG 1235, DHYG 2231 and DHYG 2360

DHYG 1215 Community Dentistry (1-4) (2 credits)
The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community setting.
Prerequisite: DHYG 1103, DHYG 1304 and DHYG 1331 with a grade of "C" or better
Co-requisite: DHYG 1260, DHYG 2201, and DHYG 2133

DHYG 1219 Dental Materials (1-3) (2 credits)
Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

DHYG 1235 Pharmacology for the Dental Hygienist (2-0) (2 credits)
Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications.

DHYG 1260 Clinical Dental Hygienist (0-12) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DHYG 1304 Dental Radiology (2-4) (3 credits)
Fundamentals of oral radiography, including techniques, interpretation, quality assurance,and ethics.

DHYG 1331 Preclinical Dental Hygiene (1-7) (3 credits)
Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. Introduction to ethical principles as they apply to dental hygiene care.
Prerequisite: DHYG 1201 with a grade of "C" or better and acceptance in Dental Hygiene program
Co-requisite: DHYG 1304 and DHYG 1103

DHYG 1339 General and Oral Pathology (3-0) (3 credits)
Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.

DHYG 2133 Preventive Dental Hygiene II (1-1) (1 credit)
Continuation of DHYG 1103 Preventive Dental Hygiene I
Prerequisite: DHYG 1103, DHYG 1304 and DHYG1331 with a grade of "C" orbetter
Co-requisite: DHYG 1216, DHYG 1260 and DHYG2201

DHYG 2153 Dental Hygiene Practice (0-2) (1 credit)
Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment.

DHYG 2201 Dental Hygiene Care I (2-1) (2 credits) Dental hygiene care for the medically or dentally compromised patient including supplemental instrumentation techniques.
Prerequisite: DHYG 1103, DHYG 1304 and DHYG1331 with a grade of "C" orbetter
Co-requisite: DHYG 1216, DHYG 1260 and DHYG2133

DHYG 2231 Dental Hygiene Care II (2-1) (2 credits)
A continuation of Contemporary Dental Hygiene Care I. Dental hygiene care for the medically or dentally compromised patient including advanced instrumentation techniques.
Prerequisite: DHYG 1215, DHYG 1260, DHYG 2133 and DHYG 2201 with a grade of "C" or better
Co-requisite: DHYG 1211, DHYG 1236 and DHYG2360

DHYG 2360 Clinical Dental Hygienist (0-18) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DHYG 2362 Clinical Dental Hygienist (0-16) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DHYG 3300 Cultural Competence in Oral Health Care (3-0) (3 credits)
This course focuses on learning to adapt and change in emerging practice areas for dental hygienists that provide care to population group challenged byaccess to oral health care particularly those of diverseculture backgrounds. The course emphasizes strategies for the delivery of culturally competent care to pediatric, geriatric, medically compromised and special needs patients. Ethical issues are emphasized regarding care for vulnerable client population groups.
Prerequisite: Acceptance in program

DHYG 3310 Advanced Dental Health Care Ethics (3-0) (3 credits)
This course focuses on issues faced by health care professionals, including ethical and legal issues related to the practice of dental hygiene. Utilizes ethical theories of justice to address difficult questions that face the treatment of dental patients. Students will apply material to real-life situations using case-study format.
Prerequisite: Acceptance in program

DHYG 3320 Dental Hygiene Educational Concepts (3-0) (3 credits)
This course provides the dental hygienist withthe background to become an effective classroom and clinical instructor. Students will discussthe current philosophy of dental hygiene education and the American Dental Association's accreditation requirements regarding course syllabi, instructional objectives, learning experiences, evaluation procedures and remediation policies. Students will explore the various learning styles and classroom techniques that can be utilized to incorporate all learning styles, motivate the learner and enhance the learning process.
Prerequisite: Acceptance in program

DHYG 3330 Evidence-Based Dental Hygiene Practice (3-0) (3 credits)
Involves the learning and implementing of evidence-based decision making principles. The dental hygiene practitioner will value the integration of clinical expertise and available external evident from research. Emphasis on strategy, methodology, research design with clinical focus on dental hygiene standards of are and process of care and dental hygiene diagnosis, as related to a collaborative dental hygiene practice.
Prerequisite: MATH 1342 with a grade of "C" or better

DHYG 4220 Dental Hygiene Case Development
(2-0) (2 credits)
Explores a critical approach to the components involved in developing advanced care plans. Involves the application of the process of care to address issues such as patient education, prescribed care, and insurance-based care as they relate to advanced care plans. Learning activities will include the development of an advanced dental hygiene care plan utilizing evidence-based research.
Prerequisite: DHYG 3330 with a grade of "C" or better

DHYG 4300 Contemporary Issues in Dental Hygiene
(3-0) (3 credits)
This course explores the transformation of dental hygiene from a vocation to a profession and follows the rack into the future. Leadership development is emphasized for the professional growth and the potential impact on advancing the profession.
Prerequisite: Acceptance in program

DHYG 4310 Grant Writing Strategies for Oral Health Projects
(3-0) (3 credits)
This course provides a general overview of the grant seeking process with emphasis on the types of oral health projects that generally get funded, strategies that can be used to identify prospective funding sources, as well as essential components of a well written grant.
Prerequisite: Acceptance in program

DHYG 4350 Interprofessional Collaboration (3-0) (3 credits)
This course examines the benefits of interprofessional collaboration between oral health care practitioners and other health care providers. Students will have the opportunity to work in groups to identify and address a variety of simulated health problems which link oral health risks to systemic health risks. This course will include observation in a health care setting outside of a dental office.
Prerequisite: Acceptance in program

DHYG 4360 Current Issues in Periodontics (3-0) (3 credits) This course will explore current studies in periodontology and related disciplines to identify factors which modify theory or practice. Focus will be placed on the relationship of periodontal health to systemic health, current concepts in etiology, risk factors, assessment, and treatment.
Prerequisite: Acceptance in program

DHYG 4430 Dental Hygiene Practicum (2-5) (4 credits)
This course provides a survey of alternate practice settings for the dental hygienist and allows the student to participate in active learning in an alternate setting of choice. It includes 80 hours of internship in a dental hygiene educational setting, an oral health community health setting, a dental office management setting, or any approved alternate dental hygiene setting of choice. It requires written evaluation of learning as assigned by the professor.
Prerequisite: DHYG 3320 and DHYG 3330 with a grade of "C" or better

(DMSO) Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician

DMSO 1210 Introduction to Sonography (2-0) (2 credits)
Introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

DMSO 1266 Practicum I-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician
(0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 1267 Practicum II-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician
(0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 1302 Basic Ultrasound Physics (3-0) (3 credits)
Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

DMSO 1342 Intermediate Ultrasound Physics
(3-0) (3 credits)
Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display. Various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis.

DMSO 1441 Abdominopelvic Sonography (3-4) (4 credits)
Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

DMSO 2230 Advanced Ultrasound and Review
(2-0) (2 credits) Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development.

DMSO 2266 Practicum III-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician
(0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2342 Sonography of High Risk Obstetrics
(3-0) (3 credits) Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2343 Advanced Ultrasound Physics
(3-0) (3 credits)
Theory and application of ultrasound principles. Includes advances in ultrasound technology.
Prerequisite: Acceptance to the DMS program

DMSO 2345 Advanced Sonography Practices
(3-0) (3 credits)
Exploration of advanced sonographic procedures and emerging ultrasound applications.

DMSO 2353 Sonography of Superficial Structures
(2-2) (3 credits)
Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2367 Practicum IV-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician
(0-24) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2405 Sonography of Obstetrics/Gynecology
(3-4) (4 credits)
Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2441 Sonography of Abdominopelvic Pathology (3-4)
(4 credits)
Pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasizes endocavitary sonographic anatomy and procedures including pregnancy.

(DMTH) Developmental Mathematics

DMTH 0301 Developmental Mathematics I (3-1) (3 credits) This course encompasses arithmetic operations on Real numbers; algebraic expressions and inequalities; linear equations; ratios, proportions, and percents; coordinate geometry; basic geometric formulas; and basic statistics.
Prerequisite: Appropriate Placements Scores

DMTH 0302 Developmental Mathematics II (3-1) (3 credits) This course encompasses a study of exponential expressions; linear equations and inequalities including their graphs and applications; computations and evaluations of polynomials; counting methods and probability theory; sampling, frequency distributions; and graphs; and measures of central tendency.
Note: Successful completion (grade of "C" or better) of this course will deem the student non-algebra TSI complete.
Prerequisite: Appropriate Placements Scores

DMTH 0303 Intermediate Algebra (3-1) (3 credits)
This course encompasses a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.
Prerequisite: Appropriate Placements Scores

DMTH 0311 Developmental Mathematics I MODULAR
(3-1) (3 credits)
This course encompasses arithmetic operations on Real numbers; algebraic expressions and inequalities; linear equations; ratios, proportions, and percents; coordinate geometry; basic geometric formulas; and basic statistics. Individualized, self-paced instruction using instructor-facilitated computer modules is provided.
Prerequisite: Appropriate Placements Scores

DMTH 0312 Developmental Mathematics II MODULAR
(3-1) (3 credits) This course encompasses a study of exponential expressions; linear equations and inequalities including their graphs and applications; computations and evaluations of polynomials; counting methods and probability theory; sampling, frequency distributions, and graphs; and measures of central tendency. Individualized, self-paced instruction using instructor-facilitated computer modules is provided.
Note: Successful completion (grade of "C" or better) of this course will deem the student non-algebra TSI complete.
Prerequisite: Appropriate Placements Scores

DMTH 0313 Intermediate Algebra MODULAR
(3-1) (3 credits)
This course encompasses a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.
Prerequisite: Appropriate Placements Scores

(DNTA) Dental Assisting/Assistant

DNTA 1113 Emergency Management (0-3) (1 credit)
Management of dental and medical emergencies. Maintenance of medical emergency kit, and recording of vital signs.
Prerequisite: Acceptance in Dental Assisting Program

DNTA 1245 Preventive Dentistry (1-2) (2 credits)
The study of nutrition and preventable dental disease and community dental health.
Prerequisite: DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113, DNTA 1353 and DNTA 1305 with a grade of "C" or better

DNTA 1251 Dental Office Management (1-2) (2 credits)
Use computers/and or manual systems to process dental information and interpret and practice learned dental office management skills.
Prerequisite: DNTA 1349, DNTA 1245, DNTA 2250, DNTA 1341, DNTA 1266 and DNTA 1347 with a grade of "C" or better

DNTA 1266 Practicum Dental Assistant (0-14) (2 credits)
Practical, general workplace training supported by an

individualized learning plan developed by the employer, college, and student.
Prerequisite: DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113, DNTA 1305 and DNTA 1353 with a grade of "C" or better

DNTA 1301 Dental Materials (2-4) (3 credits)
Composition, properties, procedures and safety standards related to dental materials.
Prerequisite: Acceptance in Dental Assisting Program

DNTA 1305 Dental Radiology (2-4) (3 credits)
Introduction to radiation physics, radiation protection, and the operation of radiographic equipment. Instruction in exposure, processing and mounting of dental radiographs, and study of federal and state safety and standard practices.
Prerequisite: Acceptance in Dental Assisting Program

DNTA 1311 Dental Science (2-4) (3 credits)
A fundamental study of anatomical systems with emphasis placed on head and neck anatomy. Topics include embryology of the teeth along with basic dental terminology.
Prerequisite: Acceptance in Dental Assisting Program

DNTA 1315 Chairside Assisting (2-4) (3 credits)
A study of pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies' standards.
Prerequisite: Acceptance in Dental Assisting Program

DNTA 1341 Dental Laboratory Procedures (2-4) (2 credits)
Perform various dental laboratory procedures such as producing final study casts and fabricating provisional restorations.
Prerequisite: DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113, DNTA 1353 and DNTA 1305 with a grade of "C" or better

DNTA 1347 Advanced Dental Science (3-0) (3 credits) An advanced study of anatomical systems, pharmacology, oral pathology, and developmental abnormalities.
Prerequisite: DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113, DNTA 1353 and DNTA 1305 with a grade of "C" or better

DNTA 1349 Dental Radiology in the Clinic (2-4) (3 credits)
The practical application of exposing, processing, and mounting diagnostically acceptable radiographs obtained by utilizing various radiographic techniques.
Prerequisite: DNTA 1305, DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113 and DNTA 1353 with a grade of "C" or better

DNTA 1353 Dental Assisting Applications (2-4) (3 credits) An expanded study of dental assisting techniques with emphasis on four-handed dentistry and utilization of armamentarium for general practice and specialty procedures.
Prerequisites: Acceptance in Dental Acceptance Program

DNTA 2130 Seminar for the Dental Assistant (0-2) (1 credit)
Analysis of case studies during the clinical phase of practicum/clinical.
Prerequisite: DNTA 1349, DNTA 1245, DNTA 2250, DNTA 1341, DNTA 1266 and DNTA 1347 with a grade of "C" or better

DNTA 2166 Practicum-Dental Assisting/Assistant (0-10) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: DNTA 1349, DNTA 1245, DNTA 2250, DNTA 1341, DNTA 1266 and DNTA 1347 with a grade of "C" or better

DNTA 2250 Advanced Dental Assisting Applications (1-4) (2 credits)
An advanced study of expanded function chairside procedures.
Prerequisite: DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113, DNTA 1353 and DNTA 1305 with a grade of "C" or better

(DRAM) Drama

DRAM 1120 Theater Practicum I (0-6) (1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1121 Theater Practicum II (0-6) (1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1310 Introduction to Theater (3-0) (3 credits)
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

DRAM 1322 Stage Movement (2-4) (3 credits)
Principles, practices, and exercises in body techniques and stage movement; emphasis on character movement and body control.

DRAM 1330 Stagecraft I (3-3) (3 credits)
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

DRAM 1341 Makeup (3-0) (3 credits)
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1342 Introduction to Costume (2-4) (3 credits)
Principles and techniques of costume design and construction for theatrical productions.

DRAM 1351 Acting I (2-4) (3 credits)
An introduction to the fundamental principles and

tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

DRAM 1352 Acting II (2-4) (3 credits)
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.
Prerequisite: DRAM 1351 with a grade of "C" or better

DRAM 2120 Theater Practicum III (0-6) (1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 2121 Theater Practicum IV (0-6) (1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 2331 Stagecraft II (3-3) (3 credits)
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

DRAM 2336 Voice for the Theater (3-0) (3 credits)
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM 2361 History of the Theater I (3-0) (3 credits)
Study of the history of the theater from primitive times through the Renaissance.

DRAM 2362 History of the Theater II (3-0) (3 credits)
Study of the history of the theater from the Renaissance through today.

(DSVT) Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician

DSVT 1103 Introduction to Vascular Technology
(1-0) (1 credit)
Introduction to basic non-invasive vascular theories. Emphasize image orientation, transducer handling, and identification of anatomic structures.

DSVT 1191 Special Topics in Diagnostic Medical Sonography Technician (1-0) (1 credit)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

DSVT 1264 Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Tech
(0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DSVT 2200 Vascular Technology Application
(2-0) (2 credits)
Non-invasive vascular technology. Includes 2-D imaging, Doppler, plethysmography, and segmental pressures. Emphasizes protocols for performing basic venous and arterial imaging and non-imaging exams.

DSVT 2335 Advanced Non-Invasive Vascular Technology
(2-4) (3 credits)
Non-Invasive vascular concepts. Includes harmonics, contrasts, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions and research. Emphasizes extensive review or case studies, technical reporting, preliminary interpretation, and registry review.

(ECON) Economics

ECON 2301 Principles of Macroeconomics (3-0) (3 credits) An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

ECON 2302 Principles of Microeconomics (3-0) (3 credits)
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

(EDUC) Education

EDUC 1300 Learning Framework (3-0) (3 credits)
A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students

developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

EDUC 1301 Introduction to the Teaching Profession
(3-1) (3 credits)
An enriched, integrated pre-service course and content experience that:
1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields;
2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations;
3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms;
4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and
5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms

EDUC 2301 Introduction to Special Populations
(3-1) (3 credits)
An enriched, integrated pre-service course and content experience that:
1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning;
2) provides students with opportunities to participate in early field observations of P-12 special populations;
3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards;
4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and
Prerequisite: EDUC 1301 with a grade of "C" or better

(EECT) Electrical Electronics and Communications Engineering Technology

EECT 1300 Technical Customer Service (3-0) (3 credits)
General principles of customer service within a technical environment. Topics include internal/external customer relationships, time management, best practices, and verbal and non-verbal communications skills.

(ELMT) Electromechanical Technology/ Technician

ELMT 1380 Cooperative Education-Electromechanical Technology (1-20) (3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Prerequisite: ELECTRICAL/ELECTRONICS TECHNOLOGY-TECM 1303, IEIR 1302, IEIR 1304, and CETT 1325 with a grade of "C" or better. POWER PLANT TECHNOLOGY-TECM 1303, IEIR 1302, IEIR 1304, INCR 1302 and HYDR 1345 with a grade of "C" or better

ELMT 2452 Power Generation Instrumentation
(3-2) (4 credits)
Study of the instruments and control systems used in the power generation industry including terminology, power generation variables, piping and instrumentation diagrams (P&ID), control loop diagrams, and basic troubleshooting.
Prerequisite: INCR 1302 with grade of "C" or better

ELMT 2453 Power Generation Troubleshooting
(3-2) (4 credits) Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve power generation problems. Topics include application of data collection and analysis, cause effect relationships, and reasoning.
Prerequisite: CBFM 1407 and ELMT 2452 with a grade of "C" or better

(ELPT) Electrical and Power Transmission Installation

ELPT 1325 National Electrical Code I (3-0) (3 credits)
An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

ELPT 1345 Commercial Wiring (2-3) (3 credits)
Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.
Prerequisite: ELPT 1325 with a grade of "C" or better

ELPT 2305 Motors and Transformers (2-3) (3 credits) Operation of single- and three-phase motors and transformers. Includes transformer banking, powerfactor correction, and protective devices.
Prerequisites: IEIR 1304 with grade of "C" or better

ELPT 2319 Programmable Logic Controllers I
(2-3) (3 credits)
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.
Prerequisite: CETT 1325 with a grade of "C" or better

ELPT 2347 Electrical Testing and Maintenance (Capstone)
(2-3) (3 credits)
Proper and safe use of electrical power equipment test devices and the interpretation of test results. Includes protective relay testing and calibration, direct current

(DC) testing, insulation power factor testing, and medium voltage switchgear.
Prerequisite: ELPT 2319 with a grade of "C" or better

(EMSP) Emergency Medical Technology/ Technician

EMSP 1166 Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic) (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Co-requisite: EMSP 1501

EMSP 1167 Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic) (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: EMSP 1166 and EMSP 1501 with a grade of "C" or better
Co-requisite: EMSP 1338, EMSP 1355, EMSP 1356 and EMSP 2306

EMSP 1266 Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic) (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: EMSP 1167, EMSP 1338, EMSP 1355, EMSP 1356, and EMSP 2306 with a grade of "C" or better
Co-requisite: EMSP 2330, EMSP 2434 and EMSP 2444

EMSP 1338 Introduction to Advanced Practice (3-1) (3 credits)
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.
Prerequisite: EMSP 1166 and EMSP 1501 with a grade of "C" or better
Co-requisite: EMSP 1167, EMSP 1355, EMSP 1355 and EMSP 1356

EMSP 1355 Trauma Management (2-2) (3 credits)
Knowledge and skills in the assessment and management of patients with traumatic injuries.
Prerequisite: EMSP 1501 and EMSP 1166 with a grade of "C" or better
Co-requisite: EMSP 1167, EMSP 1338, EMSP 1156 and EMSP 2306

EMSP 1356 Patient Assessment and Airway Management (2-3) (3 credits)
Knowledge and skills in the assessment and management of patients with traumatic injuries.
Prerequisite: EMSP 1501 and EMSP 1166 with a grade of "C" or better
Co-requisite: EMSP 1167, EMSP 1338, EMSP 1156 and EMSP 2306

EMSP 1501 Emergency Medical Technician (4-4) (5 credits)
Preparation for certification as an Emergency Medical Technician (EMT)—Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services.
Co-requisite: EMSP 1166

EMSP 2243 Assessment Based Management (1-3) (2 credits)
A capstone experience covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients.
Prerequisite: EMSP 1266, EMSP 2330, EMSP 2434 and EMSP 2444 with a grade of "C" or better
Co-requisite: EMSP 2266 and EMSP 2305

EMSP 2266 Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic) (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: EMSP 1266, EMSP 2330, EMSP 2434 and EMSP 2444 with a grade of "C" or better
Co-requisite: EMSP 2243 and EMSP 2305

EMSP 2305 EMS Operations (2-3) (3 credits)
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.
Prerequisite: EMSP 1266, EMSP 2330, EMSP 2434 and EMSP 2444 with a grade of "C" or better
Co-requisite: EMSP 2243 and EMSP 2266

EMSP 2306 Emergency Pharmacology (2-4) (3 credits)
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, andcalculation of dosages.
Prerequisite: EMSP 1501 and EMSP 1166 with a grade of "C" or better
Co-requisite: EMSP 1167, EMSP 1338, EMSP 1355 and EMSP 1356

EMSP 2330 Special Populations (2-3) (3 credits)
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, geriatrics, and other relatedtopics.
Prerequisite: EMSP 1167, EMSP 1355, EMSP 1356 and EMSP 2306 with a grade of "C" or better
Co-requisite: EMSP 1266, EMSP 2434 and EMSP 2444

EMSP 2434 Medical Emergencies (3-4) (4 credits)
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology,

pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.
Prerequisite: EMSP 1167, EMSP 1338, EMSP 1355, EMSP 1356 and EMSP 2306 with a grade of "C" or better
Co-requisite: EMSP 1266, EMSP 2330 and EMSP 2444

EMSP 2444 Cardiology (3-4) (4 credits)
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.
Prerequisite: EMSP 1167, EMSP 1338, EMSP 1355, EMSP 1356 and EMSP 2306 with a grade of "C" or better
Co-requisite: EMSP 1266, EMSP 2330 and EMSP 2434

(ENER) Energy Industry

ENER 1330 Basic Mechanical Skills for Energy (2-3) (3 credits)
Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, portapower, and come-alongs.

(ENGL) English

ENGL 1301 Composition I (3-0) (3 credits)
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning,communicating, and critical analysis.
Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses

ENGL 1302 Composition II (3-0) (3 credits)
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2307 Creative Writing I (3-0) (3 credits)
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2311 Technical and Business Writing (3-0) (3 credits)
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2322 British Literature I (3-0) (3 credits)
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2323 British Literature II (3-0) (3 credits)
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2327 American Literature I (3-0) (3 credits)
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2328 American Literature II (3-0) (3 credits)
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2332 World Literature I (3-0) (3 credits)
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2333 World Literature II (3-0) (3 credits)
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2341 Forms of Literature (3-0) (3 credits)
The study of one or more literary genres including, but not limited to poetry, fiction, drama, and film.
Prerequisite: ENGL 1301 with a grade of "C" or better

(ENGR) Engineering

ENGR 1201 Introduction to Engineering (1-3) (2 credits)
An introduction to the engineering profession with emphasis on technical communication and team-based engineering design.
Prerequisite: MATH 1314 with a grade of "C" or better or equivalent academic preparation

ENGR 1304 Engineering Graphics I (2-4) (3 credits)
Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.
Prerequisite: MATH 1314 with a grade of "C" or better or equivalent academic preparation

ENGR 2105 Electrical Circuits I Laboratory (0-3) (1 credit)
Laboratory experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.
Co-requisite: ENGR 2305

ENGR 2301 Engineering Mechanics I-Statics
(3-0) (3 credits)
Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.
Prerequisite: MATH 2414 or concurrent enrollment and PHYS 2425 with a grade of "C" or better

ENGR 2302 Engineering Mechanics -Dynamics
(3-0) (3 credits)
Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.
Prerequisite: ENGR 2301 with a grade of "C" or better

ENGR 2304 Programming for Engineers (3-0) (3 credits)
Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.
Prerequisite: MATH 2413 with a grade of "C" or better

ENGR 2305 Electrical Circuits I (3-0) (3 credits)
Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems.
Prerequisite: MATH 2320 or concurrent enrollment; PHYS 2425 (PHYS 2325 & PHYS 2125 University Physics) and MATH 2414 with a grade of "C" or better

(EPCT) Environmental Pollution Control Technology/Technician

EPCT 1349 Environmental Regulation Interpretation and Applications
(3-0) (3 credits)
An in-depth study of the major federal and state environmental regulations.

EPCT 1305 Environmental Regulations Overview
(3-0) (3 credits)
An introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.

(FIRT) Fire Protection and Safety Technology/Technician

FIRT 1301 Fundamentals of Fire Protection (3-0) (3 credits)
Orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1303 Fire and Arson Investigation I (3-0) (3 credits)
Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

FIRT 1305 Public Education Programs (3-0) (3 credits)
Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on implementation of fire and public safety programs in an effort to reduce the loss of life.

FIRT 1307 Fire Prevention Codes and Inspections
(3-0) (3 credits)
Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1309 Fire Administration I (3-0) (3 credits)
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT 1315 Hazardous Material I (3-0) (3 credits)
The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous

emergency situations, and the most effective methods of hazard mitigation.

FIRT 1329 Building Codes and Construction (3-0) (3 credits)
Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. This course meets Fire and Emergency Services Higher Education(FESHE) Model Curriculum core requirements.

FIRT 1333 Fire Chemistry I (3-0) (3 credits)
Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1338 Fire Protection Systems (3-0) (3 credits) Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1347 Industrial Fire Protection (3-0) (3 credits)
Industrial emergency response teams and specific needs related to hazards in business and industrial facilities.

FIRT 1349 Fire Administration II (3-0) (3 credits)
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.
Prerequisite: FIRT 1309 with a grade of "C" or better

FIRT 1353 Legal Aspects of Fire Protection (3-0) (3 credits)
Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

FIRT 2309 Firefighting Strategies and Tactics I (3-0) (3 credits)
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

FIRT 2389 Internship-Fire Protection Safety Technology/ Technician (0-17) (3 credits)
This is the capstone course for the Fire Protection Technology AAS degree and must be completed in the last semester of the program. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(FITT) Sport and Fitness Administration/ Management

FITT 1343 Performance Enhancement for Athletics (2-2) (3 credits)
A study of the scientific principles and methodologies to enhance athletic performance. Emphasis on the concepts of periodization of training as it relates to pre-season, competitive season, and off-season goals. Topics include evaluation and assessment protocols, exercise techniques, and safety.
Prerequisite: FITT 2313 with a grade of "C" or better

FITT 1401 Fitness and Exercise Testing (3-2) (4 credits)
Techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Includes fitness equipment use and maintenance. Emphasis on safety guidelines and precautions.
Co-requisite: FITT 2313

FITT 1495 Special Topics in Kinesiology and Exercise Science (3-2) (4 credits)
Techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Includes fitness equipment use and maintenance. Emphasis on safety guidelines and precautions.
Co-requisite: FITT 2313

FITT 2264 Practicum or (Field Experience)-Health and Physical Education, General (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Co-requisite: FITT 2409, FITT 1343 and FITT 2301

FITT 2301 Lifestyle Change for Wellness (3-0) (3 credits)
Components of weight control, healthy nutrition, smoking cessation, stress management, and other current trends. Includes techniques in behavior modification, motivation, teaching, and counseling.
Co-requisite: FITT 2264

FITT 2305 Sport Facility Management (3-0) (3 credits)
A study of the process of managing sport facilities. Includes planning, directing, and coordinating programs, and supervising employees and participants.

FITT 2313 Exercise Science (3-0) (3 credits)
A survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasis on physiological responses and adaptations to exercise. Topics include basic elements of kinesiology, biomechanics, motor learning, and the physical fitness industry.
Prerequisite: BIOL 2401 and FITT 1495 with a grade of "C" or better
Co-requisite: FITT 1401

FITT 2333 Fitness Industry Operations and Technology (3-0) (3 credits)
A survey of the practical aspects of the physical fitness industry. Emphasis on equipment cost analysis, program marketing, legal issues, policy formation, budgetary planning, computer software applications, and current industry trends.

FITT 2409 Theory of Exercise Program Design and Instruction (3-3) (4 credits)
The study of health related components of physical fitness including cardiorespiratory endurance,muscular strength, muscular endurance, flexibility, and body composition. Topics include the theoretical basis underlying physical fitness; instructional techniques for fitness development; and methods for leading an exercise session, including design, instruction, and evaluation.
Prerequisite: FITT 2313 and FITT 1401 with a grade of "C" or better
Co-requisite: FITT 2264

FITT 2411 Prevention and Care of Exercise Injury (3-2) (4 credits) Overview of design methods for exercise settings and programs for injury prevention. Includes the use of safe physical conditioning techniques, current exercise fads and myths that promote injury, methods for injury recognition and evaluation, on-site care of exercise injuries, and emergency procedures.
Prerequisite: BIOL 2401 with a grade of "C" or better

(FREN) French Language

FREN 1411 Beginning French I (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 1412 Beginning French II (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.
Prerequisite: FREN 1411 with a grade of "C" or better

FREN 2311 Intermediate French I (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: FREN 1412 with a grade of "C" or better or equivalent

FREN 2312 Intermediate French II (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: FREN 2311 with a grade of "C" or better or equivalent

(GAME) Animation, Interactive Technology, Video Graphics, and Special Effects

GAME 1212 Game Theory (2-1) (2 credits)
Game and simulation design. Application of design theories to production-based projects from the conceptual stage to a completed project.
Prerequisite: GAME 2470 with a grade of "C" or better

GAME 1303 Introduction To Game Design and Development (2-4) (3 credits)
Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry.

GAME 1335 Interactive Writing I (3-0) (3 credits)
Instruction in writing plot, story, setting, and description for every game element and verbal communication based on game concept. Includes the study of traditional narrative practices and interactive fiction requiring creative writing.
Prerequisite: ENGL 1301 with a grade of "C" or better

GAME 1343 Game and Simulation Programming I (2-4) (3 credits)
Game and simulation programming using the C++ language. Topics will include advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.
Co-requisite: COSC 1336

GAME 1394 Special Topics in Animation, Interactive Technology and Video Graphics and Special Effects (2-4) (3 credits)
Topics address recently identified current events,skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Prerequisite: GAME 2341 with a grade of "C" or better

GAME 1404 Level Design (3-3) (4 credits)
Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing and storytelling. Includes utilization of toolsets from industry titles.
Prerequisite: GAME 2470 with a grade of "C" or better

GAME 2302 Mathematical Applications for Game Development (2-3) (3 credits)
Presents applications of mathematics and science in game and simulation programming. Includes the utilization of matrix and vector operations, kinematics, and Newtonian principles in games and simulations. Also covers optimization.
Prerequisite: MATH 1314 or higher-level math with a grade of "C" or better

GAME 2308 Portfolio for Game Development (3-0) (3 credits)
Design and management of an industry standard portfolio. Includes techniques in self-promotion, resume writing, portfolio distribution systems, and interviewing.
Prerequisite: GAME 2359 with a grade of "C" or better

GAME 2309 Video Game Art II (2-4) (3 credits)
A study of industry-used, game-art techniques and its applications of game art assets. Utilizes tools and advanced techniques in the creation of assets for agame engine. Course structured on major game development project.
Prerequisite: GAME 1334 and GAME 1303 or GAME 1403 with a grade of "C" or better

GAME 2332 Project Development I (2-4) (3 credits)
Skill development in an original modification based on a current game engine. Includes management of version control; development of project timelines; integration of sound, models, and animation; production of demos; and creation of original levels, characters, and content for a real-time multiplayer game. Applies skills learned in previous classes in a simulated real-world design team experience.
Prerequisite: GAME 1343 with a grade of "C" or better or concurrent enrollment OR ARTV 1345 with a grade of "C" or better
Co-requisite: ARTV 2345

GAME 2334 Project Development II (2-4) (3 credits)
Continuation of an original modification based on a current game engine with an emphasis on new content and significant changes in game play over the base game experience. Includes creation of original levels, characters, and content for a real-time multiplayergame applying skills learned in previous classes.
Prerequisite: GAME 2332 with a grade of "C" or better

GAME 2341 Game Scripting (2-4) (3 credits)
Scripting languages with emphasis on game concepts and simulations.
Prerequisite: GAME 1343 with a grade of "C" or better

GAME 2342 Game Development Using C++ (2-4) (3 credits)
Skill development in C++ programming for games and simulations. Examines real-world C++ development issues. Course structured on major game development project.
Prerequisite: GAME 2334 with a grade of "C" or better
Co-requisite: COSC 2436

GAME 2343 Multi-User Game Programming II (2-4) (3 credits)
Creation of network game and simulation programs. Emphasis on online games and simulation programming technologies, multithreading, player management, peer-to-peer and client/server development.
Prerequisite: GAME 2341 with a grade of "C" or concurrent enrollment

GAME 2359 Game and Simulation Group Project (2-4) (3 credits)
Creation of a game and/or simulation project utilizing a team approach. Includes the integration of design, art, audio, programming, and quality assurance.
Prerequisite: GAME 2342 and GAME 2343 OR GAME 2309 and ARTV 2351 with a grade of "C" or better

GAME 2470 Video Game System Design (3-3) (4 credits) Explores rule creation for video games with a focus on entertaining consumers. Includes creation of combat systems, viable economic systems, difficulty adjustments and settings, and presentation of rules to consumers.
Prerequisites: GAME 1406 and GAME 2332 with a grade of "C" or better

GAME 2471 Scripting for Video Game Design (3-3) (4 credits)
Explores the use of scripting languages by video game designers including practical applications using a modern scripting language with or without a design toolkit. Emphasis on user interfaces, complex enemy behaviors including group behaviors, interactive environmental features, and risk-and-reward systems for games.
Prerequisite: GAME 2470 with a grade of "C" or better

(GEOG) Geography

GEOG 1303 World Regional Geography (3-0) (3 credits)
Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices found in those regions. Course content may include one or more regions.

(GEOL) Geology

GEOL 1401 Earth Science I (3-3) (4 credits)
Survey of geology, meteorology, oceanography, and astronomy.

GEOL 1403 Physical Geology (3-3) (4 credits)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations.

GEOL 1404 Historical Geology (3-3) (4 credits)
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils.

(GERM) German Language

GERM 1411 Beginning German I (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

GERM 1412 Beginning German II (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.
Prerequisite: GERM 1411 or equivalent with a grade of

"C" or better

GERM 2311 Intermediate German I (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: GERM 1411 and GERM 1412 with a grade of "C" or better

GERM 2312 Intermediate German II (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: GERM 1411, GERM 1412 and GERM 2311 with a grade of "C" or better

(GOVT) Government

GOVT 2107 Federal and Texas Constitutions (1-0) (1 credit)
A study of the United States and state constitutions, with special emphasis on Texas.
Prerequisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 SCH of GOVT courses but have not satisfied the statutory requirement for study of the federal and state constitutions. Ensures compliance with TEC §51.301.

GOVT 2304 Introduction to Political Science (3-0) (3 credits)
Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

GOVT 2305 Federal Government (3-0) (3 credits) Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

GOVT 2306 Texas Government (3-0) (3 credits)
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

GOVT 2311 Mexican-American Politics (3-0) (3 credits) The study of Mexican-American/Chicano/a politics within the American political experience.

(GRPH) Prepress/Desktop Publishing and Digital Imaging Design

GRPH 1359 Vector Graphics for Production (2-4) (3 credits)
A study and use of vector graphics for production.
Prerequisite: ARTC 1313 with a grade of "C" or better

GRPH 2336 Prepress Techniques (2-4) (3 credits)
Hands-on experiences in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process.High-end color scanning. This course is offered in the Spring only.
Prerequisite: GRPH 1359 with a grade of "C" or better

(HART) Heating, Air Conditioning and Refrigeration Technology/Technician

HART 1400 HVAC Duct Fabrication (3-4) (4 credits)
Layout and fabrication of HVAC duct systems using common tools and equipment of the trade.

HART 1401 Basic Electricity for HVAC (3-4) (4 credits)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1403 Air Conditioning Control Principles (3-4) (4 credits)
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.
Prerequisite: HART 1401 with a grade of "C" or better

HART 1407 Refrigeration Principles (3-4) (4 credits)
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

HART 1441 Residential Air Conditioning (3-4) (4 credits)
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1445 Gas and Electric Heating (3-4) (4 credits)
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
Prerequisite: HART 1401 with a grade of "C" or better or approval of the professor

HART 2336 Air Conditioning Troubleshooting (2-4) (3 credits)
This course is the capstone for the Air Conditioning and Refrigeration AAS degree and must be completed in the last semester of the AAS degree. An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.
Prerequisite: HART 1403, HART 1407 and HART 1441 with a grade of "C" or better or approval of the professor

HART 2349 Heat Pumps (2-4) (3 credits)
This course is the capstone for the Air Conditioning Certificate of Proficiency and must be completed in

the last semester of the Air Conditioning Certificate of Proficiency. A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.
Prerequisite: HART 1401 and HART 1445 with a grade of "C" or better or approval of the professor

HART 2357 Specialized Commercial Refrigeration (2-4) (3 credits)
An advanced course covering the components, accessories, and service of specialized refrigeration units, such as ice machines, soft-serve machines, cryogenics, and cascade systems.
Prerequisite: HART 1401 and HART 1407 with a grade of "C" or better or apprival of the professor

HART 2438 Air Conditioning Installation and Startup (3-4) (4 credits)
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.
Prerequisite: HART 1401 and HART 1407 with a grade of "C" or better or approval of the professor

HART 2442 Commercial Refrigeration (3-4) (4 credits)
Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines.
Prerequisite: HART 1401 and HART 1407 with a grade of "C" or better or approval of the professor

HART 2445 Residential Air Conditioning Systems Design (3-4) (4 credits)
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

(HIST) History

HIST 1301 United States History I (3-0) (3 credits)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national,slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

HIST 1302 United States History II (3-0) (3 credits)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

HIST 2301 Texas History (3-0) (3 credits)
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

HIST 2311 Western Civilization I (3-0) (3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

HIST 2312 Western Civilization II (3-0) (3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

HIST 2381 African-American History (3-0) (3 credits) Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

(HITT) Health Information and Medical

HITT 1303 Medical Terminology II (3-0) (3 credits)
A continuation of the study of medical terms through work origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
Prerequisite: HITT 1305 with a grade of "C" or better.

HITT 1305 Medical Terminology I (3-0) (3 credits)
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1311 Health Information Systems (2-2) (3 credits)
Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.
Prerequisite: HITT 1401 and COSC 1301 with a grade of "C" or better

HITT 1341 Coding and Classification Systems
(2-2) (3 credits)
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.
Prerequisite: HITT 1345, BIOL 2402, POFM 1300, HPRS 2301 with a grade of "C" or better or concurrent enrollment in HPRS 2301

HITT 1345 Health Care Delivery Systems (3-0) (3 credits)
Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.
Prerequisite: HITT 1401 with a grade of "C" or better

HITT 1353 Legal and Ethical Aspects of Health Information
(3-0) (3 credits)
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.
Prerequisite: HITT 1345 with a grade of "C" or better

HITT 1401 Health Data Content and Structure
(3-2) (4 credits)
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.
Prerequisite: Acceptance into the Health Information Technology Program

HITT 2160 Clinical-Health Information/Medical Records Technology/Technician (0-3) (1 credit)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: HITT 1345 with a grade of "C" or better

HITT 2245 Coding Certification Exam Review
(2-0) (2 credits)
Review of coding competencies and skills in preparation for a coding certification exam. Enhance the understanding of coding and its critical relationship to reducing the number of medical necessity denials.
Prerequisite: POFM 1300 and POFM 2310 with a grade of "C" or better

HITT 2261 Clinical-Health Information/Medical Records Technology/Technician (0-6) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: HITT 2160 with a grade of "C" or better and approval of the HIT Program Coordinator

HITT 2326 Project Management for Health Professions
(3-0) (3 credits)
General principles of project management tools and techniques that results in the ability to create and follow a project management plan.
Prerequisite: BMGT 1301, BMGT 1344, ENGL 1301, ENGL 2311, HITT 1305, HITT 2340, and HPRO 2307 with a grade of "C" or better

HITT 2335 Coding and Reimbursement Methodologies
(2-2) (3 credits)
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.
Prerequisite: HITT 1341 with a grade of "C" or better

HITT 2339 Health Information Organization and Supervision
(3-0) (3 credits)
Principles of organization and supervision of human, financial, and physical resources.
Prerequisite: HITT 1353 with a grade of "C" or better

HITT 2340 Advanced Medical Billing and Reimbursement
(2-2) (3 credits)
Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors.

HITT 2343 Quality Assessment and Performance Improvement (2-2) (3 credits)
Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.
Prerequisite: HITT 1353 with a grade of "C" or better

HITT 2346 Advanced Medical Coding (2-2) (3 credits) Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.
Prerequisite: HITT 1341 with a grade of "C" or better
Co-requisite: HITT 2335

HITT 2370 Credentialing and Managed Care Controls (3-0) (3 credits)
Processes forms, and requirements to successfully obtain hospital facility privileges for the physician and obtain contracts with insurance companies for payment. Managed care contract terms, contracting issues, negotiations strategies, day-to-day tactics for getting paid properly, and impact on payment from non-government and out-of-network 3rd party payers.

HITT 2471 Portfolio I-Credit for Work Experience
(4-0) (4 credits)
Development of a formal document that relates work experience to healthcare business process, compliance, space panning and operational flows.
Prerequisite: HITT 2326 with a grade of "C" or better or concurrent enrollment.

HITT 2472 Portfolio II-Credit for Work Experience
(4-0) (4 credits)
Development of a format document that relates past work experiences to current educational training.
Prerequisite: HITT 2471 with a grade of "C" of better

(HPRS) Health Professions and Related Services

HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals (1-0) (1 credit)
Introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals.

HPRS 1201 Introduction to Health Professions
(2-1) (2 credits)
An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

HPRS 2301 Pathophysiology (3-0) (3 credits)
Study of the pathology and general health management of diseases and major injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.
Prerequisite: BIOL 2402 with a grade of "C" or better

HPRS 2321 Medical Law and Ethics for Health Professionals
(3-0) (3 credits)
Principles, procedures and regulations governing the legal and ethical relationships among physicians, patients and health care professionals. Includes current ethical issues related to the various healthcare professions and patient confidentiality.

(HRPO) Human Resources Management and Personnel Administrations, General

HRPO 2301 Human Resources Management
(3-0) (3 credits)
Behavioral and legal approaches to the management of human resources in organizations.

HRPO 2307 Organizational Behavior (3-0) (3 credits)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts fromthe behavioral sciences.

(HUMA) Humanities

HUMA 1301 Introduction to the Humanities I
(3-0) (3 credits)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

HUMA 1302 Introduction to the Humanities II
(3-0) (3 credits)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. A continuation of HUMA 1301.

HUMA 2319 American Minority Studies (3-0) (3 credits)
This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

(HYDR) Hydraulics

HYDR 1345 Hydraulics and Pneumatics (2-3) (3 credits)
Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system.
Prerequisite: INMT 2301 with a grade of "C" or better

(IEIR) Industrial Electronics Technology/ Technician

IEIR 1302 Introduction to Direct Current Circuits
(2-3) (3 credits) Fundamentals of direct current including Ohm's Law. Emphasis on methods of analyzing series, parallel, and combination circuits including measurement devices.
Prerequisite: TECM 1303 with a grade of "C" or better

IEIR 1304 Alternating Current Circuits for Industrial Applications (2-3) (3 credits)
Fundamentals of alternating current including series and parallel circuits, phasors, and capacitive and inductive networks. Discussion of circuit analysis and measurement.
Prerequisite: IEIR 1302 with a grade of "C" or better

(IMED) Educational and Instructional Media Design

IMED 1301 Introduction to Digital Media (2-4) (3 credits) A survey of the theories, elements, and hardware/ software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, Web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations. This course is offered in the Fall only.

IMED 1316 Web Design I (2-4) (3 credits)
Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.
Prerequisite: IMED 1301 or COMM 1335 with a grade of "C" or better

IMED 2311 Portfolio Development (2-4) (3 credits)
Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques. Students will choose from a variety of software packages to create a digital portfolio. This is a CAPSTONE course. This course is offered in the Spring only.
Prerequisite: ARTC 2305 with a grade of "C" or better

IMED 2315 Web Design II (2-2) (3 credits)
A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. This course is offered in the Spring only.
Prerequisite: IMED 1316 with a grade of "C" or better

(INCR) Instrumentation Technology/ Technician

INCR 1302 Physics of Instrumentation (2-4) (3 credits)
An introduction to simple pneumatic loops. Introduction to pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables.
Prerequisite: IEIR 1304 with a grade of "C" or better

(INEW) Web Page and Computer Programmer/Programming, General

INEW 2334 Advanced Web Programming (2-4) (3 credits)
Web programming using industry-standard languages and data stores.
Prerequisite: ITSE 2302 with a grade of "C" or better

(INMT) Manufacturing Technology/ Technician

INMT 2301 Machinery Installation (2-3) (3 credits)
Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment including laser shaft alignment.
Prerequisite: ENER 1330 with a grade of "C" or better

(INRW) Integrated Reading/Writing

INRW 312 Integrated Reading/Writing (3-1) (3 credits) This course focuses on integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.
Prerequisite: Appropriate Placement Scores
Note: For institutions offering one or more levels, this course shall be used for upper (exit) level and may be used for lower level(s).

(INTC) Instrumentation Technology/ Technician

INTC 1341 Principles of Automatic Control (2-4) (3 credits)
Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.
Prerequisite: INCR 1302 with a grade of "C" or better

(ITCC) System, Networking and LAN or WAN Management/Manager Cisco

ITCC 1301 Cisco Exploration 1-Network Fundamentals (2-4) (3 credits)
A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts (2-4) (3 credits)
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes.
Prerequisite: ITCC 1301 or ITCC 1401 with a grade of "C" or better

ITCC 2308 Cisco Exploration 3-LAN Switching and Wireless (2-4) (3 credits)
This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.
Prerequisite: ITCC 1304 or ITCC 1404 with a grade of "C" or better

ITCC 2310 Cisco Exploration 4-Accessing the WAN (2-4) (3 credits)
This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point

Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS).
Prerequisite: ITCC 2308 or ITCC 2408 with a grade of "C" or better

(ITMT) Computer Systems Networking and Telecommunications

ITMT 1371 Installing and Configuring Windows 7
(2-4) (3 credits)
A course in the installation and configuration of Windows 7 on client desktops. Topics include upgrading, deploying and migrating to Windows 7; configuring hardware and applications, network connectivity, access to resources, mobile computing and backup andrecovery options.
Prerequisite: ITSC 1305 with a grade of "C" or better

ITMT 1372 Desktop Support Technician (2-4) (3 credits)
A course in the support of applications running on client desktops under Windows 7. Topics include: identifying the cause of and resolving desktop applications, networking and security issues; and managing and maintaining systems that run Windows 7 client.
Prerequisite: ITMT 1371 with a grade of "C" or better

ITMT 1373 Installing and Configuring Windows 8
(2-4) (3 credits)
A course in the installation and configuration of Windows 8 on client desktops. Topics include upgrading, deploying and migrating to Windows 8; configuring hardware and applications, network connectivity, access to resources, mobile computing and backup andrecovery options.
Prerequisite: ITMT 1372 with a grade of "C" or better

ITMT 2370 Installing and Configuring Windows Server 2012
(2-2) (3 credits)
A study of initial implementation and configuration of core services of Windows Server 2012 including Active Directory Domain Services (AD DS), networkingservices, and Microsoft Hper-V Server 2012 configuration.
Prerequisite: ITNW 1325 and ITMT 1373 with a grade of "C" or better

ITMT 2371 Administering Windows Server 2012
(2-2) (3 credits)
This course covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services (ADDS) and Group Policy, Remote Access and Network Policies, Data Security, Monitoring and Update Management.
Prerequisite: ITMT 2370 with a grade of "C" or better

ITMT 2372 Configuring Advanced Windows Server 2012 Services (2-2) (3 credits)
This course covers the advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS) identity management, rights management, Federated services, network load balancing, failover clustering, business continuity and disaster recovery.
Prerequisite: ITMT 2371 with a grade of "C" or better

(ITNW) Computer Systems Networking and Telecommunications

ITNW 1313 Computer Virtualization (2-4) (3 credits) Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.
Prerequisite: ITNW 2354 and ITSC 2386 with a grade of "C" or better

ITNW 1325 Fundamentals of Networking Technologies
(3-1) (3 credits)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITNW 2354 Internet/Intranet Server (2-4) (3 credits)
Advanced concepts in the designing, installing, and administration of an Internet/Intranet server.
Prerequisite: ITMT 2351 with a grade of "C" or better

ITNW 2370 Network Storage Technology (2-4) (3 credits) This course explores underlying storage technologies, architectures, features and benefits of intelligent storage systems and storage networking technologies.
Prerequisite: ITNW 2354 or ITSC 2386 with a grade of "C" or better

(ITSC) Computer and Information Sciences, General

ITSC 1305 Introduction to PC Operating Systems
(2-4) (3 credits)
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1309 Integrated Software Applications I
(2-4) (3 credits)
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Includes an orientation to personal computer hardware, practical skills involving the personal computer operating system and recommended practices for securing data from loss.

ITSC 1316 Linux Installation and Configuration
(2-4) (3 credits)
Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands,

upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.
Prerequisite: ITNW 2354 and ITSC 2386 with a grade of "C" or better

ITSC 2325 Advanced Linux (2-4) (3 credits)
Provides instruction in Advance Open-source Linux operating system. Develops LDAP directory services to all your clients, support users remotely, installing and configuring network services.
Prerequisite: ITSC 1316 with a grade of "C" or better

ITSC 2386 Internship- Computer Information Sciences, General (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.
Prerequisite: Permission of instructor

ITSC 2387 Internship-Computer and Information Sciences, General (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: ITMT 2372 with a grade of "C" or better or concurrent enrollment

(ITSE) Computer Programming

ITSE 1306 PHP Programming (2-4) (3 credits)
Introduction to PHP including the design of web-based applications, arrays, strings, regular expressions, file input/output, e-mail and database interfaces, stream and network programming, debugging, and security.
Prerequisite: ITSE 1311 with a grade of "C" or better

ITSE 1311 Beginning Web Programming (2-4) (3 credits)
Skill development in web programming including mark-up and scripting languages.

ITSE 1359 Introduction to Scripting Languages (2-4) (3 credits)
Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.
Prerequisite: ITMT 2370 with a grade of "C" or better or concurrent enrollment

ITSE 2302 Intermediate Web Programming (2-4) (3 credits)
Techniques for Web development. Includes server-side and client-side scripting.
Prerequisite: ITSE 1306 with a grade of "C" or better

ITSE 2309 Database Programming (2-4) (3 credits)
Database development using database programming techniques emphasizing database structures, modeling, and database access.
Co-requisite: ITSE 1306

(ITSW) Data Processing Technology/ Technician

ITSW 1301 Introduction to Word Processing (2-2) (3 credits)
An overview of the production of documents, tables, and graphics.
Prerequisites: Computer knowledge and keyboarding proficiency

ITSW 1304 Introduction to Spreadsheets (2-2) (3 credits)
Instruction in the concepts, procedures, and application of electronic spreadsheets.
Prerequisite: Computer knowledge

(ITSY) Information Technology/Security

ITSY 1300 Fundamentals of Information Security (3-0) (3 credits)
An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

(JAPN) Japanese Language

JAPN 1411 Beginning Japanese I (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

JAPN 1412 Beginning Japanese II (3-2) (4 credits) Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.
Prerequisite: JAPN 1411 with a grade of "C" or better

JAPN 2311 Intermediate Japanese I (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: JAPN 1412 with a grade of "C" or better

JAPN 2312 Intermediate Japanese II (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: JAPN 2311 with a grade of "C" or better

(KINE) Kinesiology

KINE 1101 Physical Fitness and Health Concepts (1-2) (1 credit)
Practical concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-

being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

KINE 1102 Athletics Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

KINE 1103 Athletics Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for second semester, freshman year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

KINE 1104 Physical Conditioning I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically the course will develop aerobic endurance, muscular strength and flexibility.

KINE 1105 Physical Conditioning II (0-3) (1 credit)
A beginning level swimming class designed for students who are not able to swim; successful students will achieve at least the A.R.C. Beginning Swim level.

KINE 1107 Tennis I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically tennis as an individual, as well as partner, sport skill course. The emphasis of this course is in instruction and practice of beginning tennis techniques and skills. The student will be introduced to the rules, strategies, scoring, and safety aspects needed to enjoy the game of tennis.

KINE 1125 Water Exercise I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically basic fitness concepts and exercises which can be accomplished in the water. The course involves the concepts of cardiorespiratory endurance, strength, flexibility, nutrition, and weight management.

KINE 1140 Outdoor Recreation I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. The emphasis of this course is in the instruction and practice of basic outdoor recreation skills.

KINE 1141 Special Topics in Lifetime Activities I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically basic level skills in various lifetime sports/activities are presented. Rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate.

KINE 1142 Rock Climbing I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. The emphasis of this course is in the instruction and practice of basic rock climbing skills.

KINE 1143 Outdoor Adventure Programs (0-3) (1 credit)
Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic outdoor skills as they apply to a variety of adventure activities. Additional fee is required.
Co-requisite: KINE 1328

KINE 1144 Paddlesports I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic canoe and/or kayak paddling skills. Additional fee is required.

KINE 1145 Backcountry Expeditioning I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic long term backcountry traveling and living skills and techniques. Additional fee is required.

KINE 1147 Recreational Dance-Belles I (0-3) (1 credit)
Freshman Apache Belle participation and instruction in a variety of dance activities and techniques. Fall only.

KINE 1148 Recreational Dance-Belles II (0-3) (1 credit)
Instruction and participation in folk, social, tap, or other dance forms. Freshman Apache Belle participation and instruction in a variety of dance activities and techniques. Spring only.
Prerequisite: KINE 1147

KINE 1149 Belle Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of Apache Belles.

KINE 1150 Belle Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of Apache Belles.

KINE 1301 Foundations of Kinesiology (3-0) (3 credits)
The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

KINE 1308 Sports Officiating (3-0) (3 credits)
The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.

KINE 1321 Coaching/Sports/Athletics I (3-0) (3 credits) Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

KINE 1336 Introduction to Recreation I (3-0) (3 credits)
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

KINE 1338 Concepts of Physical Fitness (3-0) (3 credits)
This course is designed to familiarize students with knowledge, understanding and values of health

related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

KINE 2101 Athletics Conditioning (0-3) (1 credit) Conditioning for first semester sophomore year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

KINE 2102 Athletics Conditioning (0-3) (1 credit) Conditioning second semester for sophomore year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

KINE 2109 Weight Training I (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically a beginning level muscular strength and endurance program.

KINE 2113 Golf I (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically golf as an individual sport skill course. The emphasis of this course is in instruction and practice of beginning golf techniques and skills. The student will be introduced to the rules, strategy,scoring, and safety aspects needed to enjoy the game of golf.

KINE 2118 Bowling I (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically introduction to bowling; covers rules, scoring, grips, approaches, deliveries and beginning aiming techniques.

KINE 2119 Martial Arts I (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically introduction to weaponless self defense through the coordination of control, balanceand technique.

KINE 2122 Advanced Martial Arts I (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically continuation of KINE 2119 to advanced Martial Arts study and skill development. **Prerequisite:** KINE 2134

KINE 2127 Weight Training II (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in KINE 2109. **Prerequisite:** KINE 2109

KINE 2134 Martial Arts II (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically advanced study and development of skill in a martial art form.

KINE 2135 Weight Training III (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically learning and practicing advanced weight training techniques. **Prerequisite:** KINE 2127 with a grade of "C" or better

KINE 2136 Weight Training IV (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically more practice in advanced weight training techniques. **Prerequisite:** KINE 2135 with a grade of "C" or better

KINE 2140 Outdoor Recreation II (0-3) (1 credit) Instruction and participation in physical and recreational activities. The emphasis of this course is in the instruction and practice of advanced outdoor recreation skills. **Prerequisite:** KINE 1140 with a grade of "C" or better

KINE 2147 Recreational Dance-Belles III (0-3) (1 credit) Sophomore Apache Belles participation and instruction in a variety of dance activities and techniques, Fall only. **Prerequisite:** KINE 1148 with a grade of "C" or better

KINE 2148 Recreational Dance-Belles IV (0-3) (1 credit) Instruction and participation in folk, social, tap, or other dance forms. Sophomore Apache Belle participation and instruction in a variety of dance activities and techniques. Spring only. **Prerequisite:** KINE 2147 with a grade of "C" or better

KINE 2149 Belle Conditioning (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically conditioning for first semester, sophomore year of Apache Belles.

KINE 2150 Belle Conditioning (0-3) (1 credit) Instruction and participation in physical and recreational activities, specifically conditioning for first semester, sophomore year of Apache Belles.

KINE 2156 Taping and Bandaging (1-0) (1 credit) This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

KINE 2356 Care and Prevention of Athletic Injuries (3-0) (3 credits) Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents/injuries, recognizing signs and symptoms of specific sports injuries/conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

(LGLA) Legal Assistant/Paralegal

LGLA 1119 Legal Ethics and Professional Responsibility (1-0) (1 credit) Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes. This course is offered in the Fall only.

LGLA 1311 Introduction to Law (3-0) (3 credits) Presents legal terminology relating to substantive areas of law and the federal and state judicial systems. Emphasizes the paralegal's role in the legal system. This course is offered in the Fall only.

LGLA 1345 Civil Litigation (3-0) (3 credits)
Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation. This course is offered in the Fall only.
Prerequisite: LGLA 1311 with a grade of "C" or better or concurrent enrollment

LGLA 1349 Constitutional Law (3-0) (3 credits)
An overview of the United States Constitution and its articles, amendments, and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. This course is offered in the Fall only.
Prerequisite: LGLA 1311 with a grade of "C" or better

LGLA 1353 Wills, Trusts, and Probate Administration (3-0) (3 credits) Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.
Prerequisite: LGLA 1311 with a grade of "C" or better

LGLA 1355 Family Law (3-0) (3 credits)
Fundamental concepts of family law including formal and informal marriages, divorce, annulment, martial property, and the parent-child relationship with emphasis on the paralegal's role in family law.
Prerequisite: LGLA 1311 with a grade of "C" or better or concurrent enrollment

LGLA 1403 Legal Research (3-3) (4 credits)
Presents legal research techniques emphasizing the paralegal's role.

LGLA 1405 Legal Writing (3-3) (4 credits)
Fundamentals of legal writing techniques including case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.
Prerequisite: ENGL 1301 and LGLA 1403 with a grade of "C" or better

LGLA 2305 Interviewing and Investigating (3-0) (3 credits)
A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters. This course is offered in the Spring only.

LGLA 2307 Law Office Management (3-0) (3 credits)
Fundamental principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals. This course is offered in the Spring only.

LGLA 2311 Business Organizations (3-0) (3 credits)
Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.
Prerequisite: LGLA 1311 with a grade of "C" or better

LGLA 2313 Criminal Law and Procedures (3-0) (3 credits)
Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

LGLA 2315 Oil and Gas Law (3-0) (3 credits)
Presents fundamental concepts of oil and gas law, including relationships between landowners and oil and gas operators, government regulation, and documents used in the industry stressing the paralegal's role in oil and gas law.

LGLA 2333 Advanced Legal Document Preparation
(3-0) (3 credits) Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

LGLA 2337 Mediation (3-0) (3 credits)
Fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.

LGLA 2380 Cooperative Education-Paralegal/Legal Assistant
(1-15) (3 credits)
Career related activities encountered in the student's area of specialization offered through an individualized agreement among the College, employer, and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience. Includes a lecture component. This course is offered in the Spring only.
Prerequisites: LGLA 1403 with a grade of "C" or better, sophomore level and approval of both the department chair and an approved law office

(MATH) Mathematics

MATH 1314 College Algebra (3-0) (3 credits)
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.
Prerequisites: DMTH 0303, DMTH 0313 with a grade of "C" or better, appropriate placement test score or TSI Algebra Complete

MATH 1316 Plane Trigonometry (3-0) (3 credits)
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.
Prerequisites: DMTH 0303, DMTH 0313 with a grade of "C" or better, appropriate placement test score or TSI Algebra Complete

MATH 1324 Mathematics for Business & Social Sciences
(3-0) (3 credits)
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and

annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.
Prerequisites: DMTH 0303, DMTH 0313 with a grade of "C" or better, appropriate placement test score or TSI Algebra Complete

MATH 1325 Calculus for Business & Social Sciences (3-0) (3 credits)
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.
Prerequisites: MATH 1314, MATH 1414 or MATH 1324 with a grade of "C" or better

MATH 1332 Contemporary Mathematics (Quantitative Reasoning) (3-0) (3 credits)
Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.
Prerequisites: DMTH 0302, DMTH 0312 with a grade of "C" or better, or TSI Non-Algebra Complete

MATH 1342 Elementary Statistical Methods (3-0) (3 credits)
Collection, analysis, presentation and interpretation of data, and probability. Analysis includesdescriptive statistics, correlation and regression, confidenceintervals and hypothesis testing. Use of appropriate technology is recommended.
Prerequisites: DMTH 0302, DMTH 0312 with a grade of "C" or better, appropriate placement test score or TSI Non-Algebra Complete

MATH 1350 Mathematics for Teachers I (Fundamentals of Mathematics I) (3-0) (3 credits)
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory and properties of the various number systems with an emphasis on problem solving and critical thinking.
Prerequisites: MATH 1314 or MATH 1414 with a grade of "C" or better; or acceptable placement test score

MATH 1351 Mathematics for Teachers II (Fundamentals of Mathematics II) (3-0) (3 credits)
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability and statistics with an emphasis on problem solving and critical thinking.
Prerequisites: MATH 1314 or MATH 1414 with a grade of "C" or better; or acceptable placement test score

MATH 1414 College Algebra (4-0) (4 credits)
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.
Prerequisites: DMTH 0302, DMTH 0312 with a grade of "C" or better, appropriate placement test score, or TSI Non-Algebra Complete

MATH 1442 Elementary Statistical Methods (4-0) (4 credits)
Collection, analysis, presentation and interpretation of data, and probability. Analysis includesdescriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.
Prerequisite: Placement into DMTH 0302 or higher, or TSI complete in Mathematics

MATH 2318 Linear Algebra (3-0) (3 credits)
Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.
Prerequisite: MATH 2414 with a grade of "C" or better

MATH 2320 Differential Equations (3-0) (3 credits)
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.
Prerequisite: MATH 2414 with a grade of "C" or better

MATH 2412 Pre-Calculus Math (4-0) (4 credits)
In-depth study of algebra, trigonometry, and other topics for calculus readiness.
Prerequisites: Math 1314 or MATH 1414 with a grade of "C" or better, or equivalent preparation, or acceptable placement test score

MATH 2413 Calculus I (4-0) (4 credits)
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications ofthe derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.
Prerequisites: MATH 1314/MATH 1414 and MATH 1316, or MATH 2412 with a grade of "C" or better or acceptable placement test score

MATH 2414 Calculus II (4-0) (4 credits)
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.
Prerequisite: MATH 2413 with a grade of "C" or better

MATH 2415 Calculus III (4-0) (4 credits)
Advanced topics in calculus, including vectors and

vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.
Prerequisite: MATH 2414 with a grade of "C" or better

(MLAB) Clinical/Medical Laboratory Technician

MLAB 1201 Introduction to Clinical Laboratory Science (1-4) (2 credits)
An introduction to medical laboratory science, structure, equipment, and philosophy.
Prerequisite: Acceptance to MLT program or permission of the department chair
Co-requisite: MLAB 1415 and PLAB 1223

MLAB 1227 Coagulation (1-2) (2 credits)
A course in coagulation theory, procedures, and practical applications. Includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/orsemi-automated methods.
Prerequisite: MLAB 1201, MLAB 1415, MLAB 2534, MLAB 1231, MLAB 1235, MLAB 1311 and PLAB 1223 with a grade of "C" or better
Co-requisite: MLAB 2501 and MLAB 2431

MLAB 1231 Parasitology/Mycology (1-2) (2 credits)
A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety.
Prerequisite: MLAB 1201, MLAB 1415 and PLAB 1223 with a grade of "C" or better
Co-requisite: MLAB 2534 and MLAB 1235

MLAB 1235 Immunology/Serology (1-4) (2 credits)
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety.
Prerequisite: MLAB 1201, MLAB 1415 and PLAB 1223 with a grade of "C" or better
Co-requisite: MLAB 2534 and MLAB 1231

MLAB 1311 Urinalysis and Body Fluids (2-3) (3 credits)
An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids aswell as quality control, quality assurance and safety.
Prerequisite: MLAB 1201, MLAB 1415, MLAB 2534, MLAB 1231, MLAB 1235 and PLAB 1223 with a grade of "C" or better

MLAB 1415 Hematology (2-6) (4 credits)
The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases.
Prerequisite: Acceptance to MLT program or permission of the department chair
Co-requisite: MLAB 1201 and PLAB 1223

MLAB 2167 Practicum II (or Field Experience)-Clinical/ Medical Laboratory Technician (0-10) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: MLAB 1201, MLAB 1415, MLAB 2534, MLAB 1231, MLAB 1235, MLAB 1311, MLAB 1501, MLAB 2431, MLAB 1227, MLAB 2466 and PLAB 1223 with a grade of "C" or better

MLAB 2431 Immunohematology (3-4) (4 credits)
A study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components, and hemolytic disease of the newborn.
Prerequisite: MLAB 1201, MLAB 1415, MLAB 2534, MLAB 1231, MLAB 1235, MLAB 1311 and PLAB 1223 with a grade of "C" or better
Co-requisite: MLAB 2501 and MLAB 1227

MLAB 2466 Practicum I-Clinical/Medical Laboratory Technician
(0-40) (4 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.
Prerequisite: MLAB 1201, MLAB 1415, MLAB 2534, MLAB 1231, MLAB 1235, MLAB 1311, MLAB 2501, MLAB 2431, MLAB 1227 and PLAB 1223 with a grade of "C" or better
Co-requisite: MLAB 2238

MLAB 2501 Clinical Chemistry (3-6) (5 credits)
An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Includes quality control, reference values, and safety.
Prerequisite: MLAB 1201, MLAB 1415, MLAB 2534, MLAB 1231, MLAB 1235, MLAB 1311 and PLAB 1223 with a grade of "C" or better
Co-requisite: MLAB 2431 and MLAB 1227

MLAB 2534 Microbiology (3-6) (5 credits)
Instruction in the theory, practical application and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results.
Prerequisite: MLAB 1201, MLAB 1415 and PLAB 1223 with a grade of "C" or better
Co-requisite: MLAB 1231 and MLAB 1235

(MRKG) Marketing and Marketing Management, General

MRKG 1302 Principles of Retailing (3-0) (3 credits)
Introduction to the retailing environment, types of retailer, current trends, the employment of retailing techniques, and factors that influence retailing.

MRKG 1311 Principles of Marketing (3-0) (3 credits)
Introduction to the marketing mix functions, and process. Includes identification of consumer and organizational needs, and explanation of environmental issues.

MRKG 2348 Marketing Research and Strategies
(3-0) (3 credits)
Practical experiences in analyzing marketing studies using data-driven decision-making processes. Includes interrelationships among the components of the marketing mix.

(MUAP) Applied Music

Applied Music

Individual instruction in voice or brass, percussion, woodwind, string, or keyboard instruments. Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance or teaching should take private lessons fora concentration of two semester hours each semester. All music majors should take, in addition to either a major or aconcentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano. All freshman piano secondaries must take piano class. All music majors must take a pianoplacement test. A student majoring in music should see a faculty advisor for help in completing a course plan. Students may also take private instrumental and vocal instruction as anelective. Two semester hours credit would signify one hour of instruction per week. One semester hour would signify 30 minutes of instruction per week. The fees per semester on applied music courses are found in the tuition and fees section of this Catalog.
The College is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the bel canto style including breath control, vowel formation and other techniques of vocal production through vocal exercises and the study of literature from the English, Italian, German, French, and musical theatre repertoire.

Piano, Organ

(Music majors or electives with little or no piano experience should enroll in piano class.)

Enables the student, for a major or concentration, to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.

Organ prerequisite: Piano experience or permission from professor.

Guitar

Focuses on the classical technique, different positions on the fingerboard, proper fingering for both hands, major and minor scales, and reading and memorizing music using typical compositions by Carulli, Carcassi, Narvaez, Villa-Lobos and other.

Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the professor. Elective only.

Wind Instruments

Allows the student to improve playing skills, either as a member of an ensemble or soloist, through concentration on proper music fundamentals to improve tone quality, range, flexibility, and technique. A variety of classical repertoire, ranging from Baroque to modern day, is employed to develop and improve musicianship and overall control of the instrument.

Percussion Instruments

Allows the student to improve playing skills, either as a member of an ensemble or soloist, through concentration on proper music fundamentals to improve physical technique and tone production on a wide variety of percussion instruments. A variety of repertoire is employed to develop and improve musicianship and overall control of the instrument.

Secondary or Elective

MUAP 1101, 1102, 2101, 2102 Violin (0.5-1) (1 credit)

MUAP 1103, 1104, 2103, 2104 Viola (1 credit)

MUAP 1109, 1110, 2109, 2110 Cello (1 credit)

MUAP 1113, 1114, 2113, 2114 Double Bass (1 credit)

MUAP 1115, 1116, 2115, 2116 Electric Bass (1 credit)

MUAP 1117, 1118, 2117, 2118 Flute (1 credit)

MUAP 1121, 1122, 2121, 2122 Oboe (1 credit)

MUAP 1125, 1126, 2125, 2126 Bassoon (1 credit)

MUAP 1129, 1130, 2129, 2130 Clarinet (1 credit)

MUAP 1133, 1134, 2133, 2134 Saxophone (1 credit)

MUAP 1137, 1138, 2137, 2138 Trumpet (1 credit)

MUAP 1141, 1142, 2141, 2142 French Horn (1 credit)

MUAP 1145, 1146, 2145, 2146 Trombone (1 credit)

MUAP 1149, 1150 2149, 2150 Baritone (1 credit)

MUAP 1153, 1154, 2153, 2154 Tuba (1 credit)

MUAP 1157, 1158, 2157, 2158 Percussion (1 credit)

MUAP 1161, 1162, 2161, 2162 Guitar (1 credit)

MUAP 1165, 1166, 2165, 2166 Organ (1 credit)

MUAP 1169, 1170, 2169, 2170 Piano (1 credit)

MUAP 1181, 1182, 2181, 2182 Voice (1 credit)

Concentration or Elective

MUAP 1201, 1202, 2201, 2202 Violin (1-2) (2 credits)

MUAP 1203, 1204, 2203, 2204 Viola (2 credits)

MUAP 1209, 1210, 2209, 2210 Cello (2 credits)

MUAP 1213, 1214, 2213, 2214 Double Bass (2 credits)

MUAP 1215, 1216, 2215, 2216 Electric Bass (2 credits)

MUAP 1217, 1218, 2217, 2218 Flute (2 credits)

MUAP 1221, 1222, 2221, 2222 Oboe (2 credits)

MUAP 1225, 1226, 2225, 2226 Bassoon (2 credits)

MUAP 1229, 1230, 2229, 2230 Clarinet (2 credits)

MUAP 1233, 1234, 2233, 2234 Saxophone (2 credits)

MUAP 1237, 1238, 2237, 2238 Trumpet (2 credits)

MUAP 1241, 1242, 2241, 2242 French Horn (2 credits)

MUAP 1245, 1246, 2245, 2246 Trombone (2 credits)

MUAP 1249, 1250, 2249, 2250 Baritone (2 credits)

MUAP 1253, 1254, 2253, 2254 Tuba (2 credits)

MUAP 1257, 1258, 2257, 2258 Percussion (2 credits)

MUAP 1261, 1262, 2261, 2262 Guitar (2 credits)

MUAP 1265, 1266, 2265, 2266 Organ (2 credits)

MUAP 1269, 1270, 2269, 2270 Piano (2 credits)

MUAP 1281, 1282, 2281, 2282 Voice (2 credits)

(MUEN) Music Ensemble

MUEN 1127 Apache Band (1-4) (1 credit)
Meets in the fall semester and is an advanced performance ensemble open to all students of the College who qualify by audition. Performancesinclude field and parade marching, concerts, athletic events, performance tours, and other campus activities. Front ensemble must register for Apache Marching Band Section 02 only. Color guard must register for Apache Marching Band Section 03 only. Students may also receive physical education credit by enrolling in KINE 1102, 2101 concurrently with thiscourse.

MUEN 1128 Symphonic Band (1-4) (1 credit)
Meets during the spring semester and is a performance ensemble open to all students of the College who qualify by audition. Emphasis is placed primarily on preparation for various concert performances and other campus events. Students may also receive physical education credit by enrolling in KINE 1103 and 2102 concurrently with this course.

MUEN 1129 Wind Ensemble (1-4) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

MUEN 1130 Wind Ensemble (1-4) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

MUEN 1131 Apache Pan Ensemble (1-2) (1 credit) Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

MUEN 1132 Apache Pan Ensemble (1-2) (1 credit) Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

MUEN 1133 Instrumental Chamber Ensemble
(1-2) (1 credit)
A performance ensemble studying and performing various wind and percussion chamber music. Admission is by audition only. Performances include campus and community concerts, as well as performance tours.

MUEN 1134 Instrumental Chamber Ensemble
(1-2) (1 credit)
A performance ensemble studying and performing various wind and percussion chamber music. Admission is by audition only. Performances include campus and community concerts, as well as performance tours.

MUEN 1136 Apache Indoor Percussion Theatre
(1-2) (1 credit)
A competitive and non-competitive performing ensemble consisting of a wide variety of percussion instruments and color guard. The show contains elements of musical performance, marching drill, and theatrical expression. Must be a member of Apache Marching Band. Admission by audition. Spring only.

MUEN 1137 Guitar Ensemble (1-2) (1 credit)
A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.
Co-requisite: MUAP 1261 or 1262 or 2162 or 2262

MUEN 1138 Guitar Ensemble (1-2) (1 credit)
A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.
Co-requisite: MUAP 1261 or 1262 or 2162 or 2262

MUEN 1139 Jazz Ensemble (1-2) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the Big Band music of the 1920's to modern jazz of the present.

MUEN 1140 Jazz Ensemble (1-2) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the Big Band music of the 1920's to modern jazz of the present.

MUEN 1141 Concert Choir (1-3) (1 credit)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

MUEN 1142 Concert Choir (1-3) (1 credit)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

MUEN 1151 Chamber Singers (1-2) (1 credit)
An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

MUEN 1152 Chamber Singers (1-2) (1 credit)
An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

MUEN 1153 Harmony and Understanding (1-2) (1 credit)
An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUEN 1154 Harmony and Understanding (1-2) (1 credit)
An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUEN 2127 Apache Band (1-4) (1 credit)
Meets in the fall semester and is an advanced performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events, performance tours, and other campus activities. Front ensemble must register for Apache Marching Band Section 02 only. Color guard must register for Apache Marching Band Section 03 only. Students may also receive physical education credit by enrolling in KINE 1102 and 2101 concurrently with this course.

MUEN 2128 Symphonic Band (1-4) (1 credit)
Meets during the spring semester and is a performance ensemble open to all students of the College who qualify by audition. Emphasis is placed primarily on preparation for various concert performances and other campus events. Students may also receive physical education credit by enrolling in KINE 1103 and 2102 concurrently with this course.

MUEN 2129 Wind Ensemble (1-4) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

MUEN 2130 Wind Ensemble (1-4) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

MUEN 2131 Apache Pan Ensemble (1-2) (1 credit) Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

MUEN 2132 Apache Pan Ensemble (1-2) (1 credit) Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

MUEN 2133 Instrumental Chamber Ensemble
(1-2) (1 credit)
A performance ensemble studying and performing various wind and percussion chamber music. Admission is by audition only. Performances include campus and community concerts, as well as performance tours.

MUEN 2134 Instrumental Chamber Ensemble
(1-2) (1 credit)
A performance ensemble studying and performing various wind and percussion chamber music. Admission is by audition only. Performances include campus and community concerts, as well as performance tours.

MUEN 2136 Apache Indoor Percussion Theatre
(1-2) (1 credit)
A competitive and non-competitive performing ensemble consisting of a wide variety of percussion

instruments and color guard. The show contains elements of musical performance, marching drill, and theatrical expression. Must be a member of Apache Marching Band. Admission by audition. Spring only.

MUEN 2137 Guitar Ensemble (1-2) (1 credit)
A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.
Co-requisite: MUAP 1261 or 1262 or 2162 or 2262

MUEN 2138 Guitar Ensemble (1-2) (1 credit)
A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.
Co-requisite: MUAP 1261 or 1262 or 2162 or 2262

MUEN 2139 Jazz Ensemble (1-2) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the Big Band music of the 1920's to modern jazz of the present.

MUEN 2140 Jazz Ensemble (1-2) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the Big Band music of the 1920's to modern jazz of the present.

MUEN 2141 Concert Choir (1-3) (1 credit)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

MUEN 2142 Concert Choir (1-3) (1 credit)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

MUEN 2151 Chamber Singers (1-2) (1 credit)
An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

MUEN 2152 Chamber Singers (1-2) (1 credit)
An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

MUEN 2153 Harmony and Understanding (1-2) (1 credit)
An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUEN 2154 Harmony and Understanding (1-2) (1 credit)
An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUEN 2242 Concert Choir (1-3) (2 credits)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

(MUSI) Music

MUSI 1116 Sight Singing & Ear Training I (2-1) (1 credit)
Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony.

MUSI 1117 Sight Singing & Ear Training II (2-1) (1 credit)
Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Students are strongly encouraged to take this course concurrently with MUSI 1312.
Prerequisite: MUSI 1116 with a grade of "C" or better

MUSI 1160 Italian Diction (1-1) (1 credit)
Study of phonetic sounds of the English, French, German, or Italian languages to promote the ability to sing in those languages.

MUSI 1181 Piano Class I (1-2) (1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSI 1182 Piano Class II (1-2) (1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSI 1183 Voice Class I (1-2) (1 credit)
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

MUSI 1301 Fundamentals of Music I (3-0) (3 credits)
Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.)

MUSI 1306 Music Appreciation (3-0) (3 credits) Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

MUSI 1308 Music Literature I (3-1) (3 credits)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

MUSI 1309 Music Literature II (3-1) (3 credits)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

MUSI 1311 Music Theory I (3-1) (3 credits)
Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

MUSI 1312 Music Theory II (3-1) (3 credits)
Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.
Prerequisite: MUSI 1311 with a grade of "C" or better

MUSI 2116 Sight Singing & Ear Training III (2-1) (1 credit)
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
Prerequisite: MUSI 1117 with a grade of "C" or better

MUSI 2117 Sight Singing & Ear Training IV (2-1) (1 credit)
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
NOTE: The maximum SCH combination of Theory and Sight Singing and Ear Training is 4 SCH. An institution offering Theory III at 3 SCH must offer Sight Singing and Ear Training at 1 SCH for a total of 4 SCH for the combination. Likewise, an institution may select Theory III at 2 SCH and may select Sight Singing and Ear Training III at 2 SCH for a maximum of 4 SCH for the combination.

MUSI 2311 Music Theory III (3-1) (3 credits)
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. A further study of harmony and the introduction to secondary dominants, secondary leading-tone chords, diatonic and chromatic modulations, and linear diminished seventh chords. Required of music and fine arts music majors. Students are strongly encouraged to take this course concurrently with MUSI 2116.
Prerequisite: MUSI 1312 with a grade of "C" or better

MUSI 2312 Music Theory IV (3-1) (3 credits)
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. A further study of harmony and the introduction to the Neapolitan triad, augmented sixth chords, ninth, eleventh, and thirteenth chords, modes, pandiatonicism, quartal harmony, twelve-tone serialism, aleatoric process, transposing, planning, exotic scales and other modern techniques. Required of music and fine arts music majors. Students are strongly encouraged to take this course concurrently with MUSI 2117.
Prerequisite: MUSI 2311 with a grade of "C" or better

(OPTS) Optometric Technician/Assistant

OPTS 1305 Geometric Optics (3-0) (3 credits)
Introduction to the history and physics of the electromagnetic spectrum with emphasis on the reflection and refraction of light from flat and curved mirrors, prisms, and single and compound lens systems.

OPTS 1309 Ophthalmic Laboratory I (2-4) (3 credits)
Emphasis on the finishing portion (bench) of the fabrication of spectacles. Topics include markup, blocking, edging, beveling, impact resistance, tinting, insertion, and inspection of single vision and multi-focal lenses.

OPTS 1311 The Visual System (3-0) (3 credits)
Overview of the visual system including the anatomy and physiology of the eye, related structures, and diseases.

OPTS 1315 Basic Contact Lenses (2-2) (3 credits) Introduction to contact lens theory and practice. Topics include the history, development, and manufacture of contact lenses; lens materials, designs, fitting, and care techniques; as well as skills necessary for the accurate measurement of lens parameters.

OPTS 1319 Vision Care Office Procedures (3-0) (3 credits)
Overview of procedures used in an optical, optometric, or ophthalmological, office. Instruction on government, third party, and other managed care insurance claim forms, maintenance of patient records, safety regulations, correspondences and ethics.
Prerequisite: OPTS 1305, OPTS 1309, OPTS 1311, OPTS 1315, OPTS 1501, and OPTS 2341 with a grade of "C" or better
Co-requisite: OPTS 1349, OPTS 2166, OPTS 2335, OPTS 2345, and OPTS 2531

OPTS 1349 Ophthalmic Laboratory II (2-4) (3 credits)
Utilize formulas and techniques needed to surface single vision and multi-focal lenses. Topics include calculation or use of a computer software program to determine the information used in conjunction with ophthalmic lens machines, and instruments used to grind, fine, and polish lenses.

OPTS 1501 Ophthalmic Dispensing (4-3) (5 credits) Introduction to the basic principles of frame selection, styling, refractive errors, lens design, and the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles.

OPTS 2166 Practicum I-Opticianry/Ophthalmic Dispensing Optician (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

OPTS 2266 Practicum II-Opticianry/Ophthalmic Dispensing Optician (0-15) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

OPTS 2335 Advanced Contact Lenses (2-2) (3 credits)
Emphasizes the knowledge and skills necessary to assist the practitioner in the dispensing, evaluation, and care of soft, rigid, toric, multi-focal, therapeutic, and other specialty contact lenses.

OPTS 2341 Ophthalmic Techniques (2-4) (3 credits)
Presentation of information and practical training in the techniques necessary to properly assist the eye practitioner. Topics include visual acuity assessments and performance of various preliminary diagnostic tests.

OPTS 2345 Advanced Ophthalmic Techniques
(2-4) (3 credits)
Continuation of Ophthalmic Techniques. Introduction to principles and techniques of various diagnostic evaluations. Topics include refractometry and retinoscopy, ophthalmic photography, applanation tonometry, and advanced clinical assessments. An overview of standardized tools prevalent in the field will be covered.

OPTS 2531 Advanced Ophthalmic Dispensing
(5-1) (5 credits)
Advanced study of the procedures necessary to dispense eyewear. Topics include lens aberrations, magnification, tilt, reflection, absorption and transmission, advanced lens materials, high-powered prescription considerations, and partial vision.

(OTHA) Occupational Therapist Assistant

OTHA 1260 Clinical-Occupational Therapy Assistant I
(0-7) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: OTHA 1301, OTHA 1309, OTHA 1315 and OTHA 1341 with a grade of "C" or better
Co-requisite: OTHA 1353, OTHA 2301 and OTHA 2309

OTHA 1301 Introduction to Occupational Therapy
(3-0) (3 credits)
Introduction to the historical development and philosophy of the profession of occupational therapy. Emphasis on the roles and functions of the occupational therapy assistant in current health care environments including moral, legal, and ethical issues.
Prerequisite: BIOL 2404, ENGL 1301 and PSYC 2301 with a grade of "C" of better
Co-requisite: OTHA 1309, OTHA 1315 and OTHA 1341

OTHA 1309 Human Structure and Function in Occupational Therapy (2-2) (3 credits)
Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures.
Prerequisite: BIOL 2404, ENGL 1301 and PSYC 2301 with a grade of "C" of better
Co-requisite: OTHA 1301, OTHA 1315 and OTHA 1341

OTHA 1315 Therapeutic Use of Occupations or Activities I
(2-2) (3 credits)
Various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.
Prerequisite: BIOL 2404, ENGL 1301 and PSYC 2301 with a grade of "C" of better
Co-requisite: OTHA 1301, OTHA 1309 and OTHA 1341

OTHA 1319 Therapeutic Interventions I (2-3) (3 credits)
Concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Emphasizes the occupational therapy assistant's role in the OT process.
Prerequisite: OTHA 1260, OTHA 1353, OTHA 2301 and OTHA 2309 with a grade of "C" or better
Co-requisite: OTHA 2361

OTHA 1341 Occupational Performance from Birth through Adolescence (2-3) (3 credits)
Occupational performance of newborns through adolescents. Includes frames of reference, evaluation tools and techniques, and intervention strategies.
Prerequisites: BIOL 2404, ENGL 1301 and PSYC 2301 with a grade of "C" or better
Co-requisites: OTHA 1301, OTHA 1309 and OTHA 1315

OTHA 1353 Occupational Performance for Elders
(2-3) (3 credits)
Occupational performance of elders. Includes frames of reference, evaluation tools and techniques, and intervention strategies.
Prerequisite: OTHA 1301, OTHA 1309, OTHA 1315 and OTHA 1341 with a grade of "C" or better
Co-requisite: OTHA 1260, OTHA 2301 and OTHA 2309

OTHA 2262 Clinical-Occupational Therapy Assistant III (0-7) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: OTHA 1319 and OTHA 2361 with a grade of "C" or better
Co-requisite: OTHA 2302, OTHA 2331 and OTHA 2335

OTHA 2266 Practicum (or Field Experience)-Occupational Therapy Assistant I (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: OTHA 2262, OTHA 2302, OTHA 2331 and OTHA 2335 with a grade of "C" or better
Co-requisite: OTHA 2267

OTHA 2267 Practicum (or Field Experience)-Occupational Therapy Assistant II (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: OTHA 2262, OTHA 2302, OTHA 2331 and OTHA 2335 with a grade of "C" or better
Co-requisite: OTHA 2266

OTHA 2301 Pathophysiology in Occupational Therapy
(3-0) (3 credits)
Pathology and general health management of diseases and injuries across the lifespan encountered in occupational therapy treatment settings. Includes etiology, symptoms, and the client's physical and psychological reactions to disease and injury.
Prerequisite: OTHA 1301, OTHA 1309, OTHA 1315 and OTHA 1341 with a grade of "C" or better
Co-requisite: OTHA 1260, OTHA 1353 and OTHA 2309

OTHA 2302 Therapeutic Use of Occupations or Activities II
(2-3) (3 credits)
Use of Occupations or Activities I. Emphasis on advanced techniques and applications used in traditional and non-traditional practice settings.
Prerequisite: OTHA 1319 and OTHA 2361 with a grade of "C" or better
Co-requisite: OTHA 2331, OTHA 2335 and OTHA 2262

OTHA 2309 Mental Health in Occupational Therapy
(2-3) (3 credits)
Promotion of mental health and wellness through occupational therapy. Topics include theory and intervention strategies to enhance occupational performance.
Prerequisite: OTHA 1301, OTHA 1309, OTHA 1315 and OTHA 1341 with a grade of "C" of better
Co-requisite: OTHA 1260, OTHA 1353 and OTHA 2301

OTHA 2331 Physical Function in Occupational Therapy
(2-3) (3 credits)
Physical function to promote occupational performance. Includes frames of reference, evaluative tools, intervention strategies, and consumer education.
Prerequisite: OTHA 1319 and OTHA 2361 with a grade of "C" or better
Co-requisite: OTHA 2262, OTHA 2302 and OTHA 2335

OTHA 2335 Health Care Management in Occupational Therapy
(3-0) (3 credits)
Explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation, and management.
Prerequisite: OTHA 1319 and OTHA 2361 with a grade of "C" or better
Co-requisite: OTHA 2262, OTHA 2302 and OTHA 2331

OTHA 2361 Clinical-Occupational Therapy Assistant II
(0-9) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: OTHA 1260, OTHA 1353, OTHA 2301, and OTHA 2309 with a grade of "C" or better
Co-requisite: OTHA 1319

(PBAD) Public Administration and Services

PBAD 1321 Public Administration (3-0) (3 credits)
An introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies.

PBAD 1341 Governmental Agencies (3-0) (3 credits) An overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

PBAD 1392 Special Topics in Public Administration
(3-0) (3 credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

PBAD 2301 Public Relations in the Public Sector
(3-0) (3 credits)
Skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and conducting public information programs.

PBAD 2305 Public Sector Management (3-0) (3 credits) General principles of public management and strategies of dealing with internal and external systems. Topics

include planning, decision-making and leadership models, organizational behavior, and resource management.

PBAD 2311 Public Sector Supervision (3-0) (3 credits)
Skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork.

PBAD 2331 Budgeting in the Public Sector (3-0) (3 credits)
Examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

PBAD 2335 Ethics in the Public Sector (3-0) (3 credits)
Examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

PBAD 2339 Human Resource Management in the Public Sector (3-0) (3 credits)
Examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

PBAD 2365 Practicum (or Field Experience)-Public Administration (1-20) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

(PHED) Physical and Health Education

PHED 1166 First Aid (CPR) (1-0) (1 credit)
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazardswithin their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.
Co-requisite: PHED 1206

PHED 1206 First Aid (2-0) (2 credits)
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazardswithin their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.
Co-requisite: PHED 1166

PHED 1304 Personal/Community Health (3-0) (3 credits)
This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

PHED 1346 Drug Use & Abuse (3-0) (3 credits)
The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

(PHIL) Philosophy

PHIL 1301 Introduction to Philosophy (3-0) (3 credits)
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

PHIL 1304 Introduction to World Religions (3-0) (3 credits)
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

PHIL 2289 Freshman Honors Colloquium (2-0) (2 credits) An instructional cross-disciplinary program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of philosophy in collaboration witha cohort of their peers in the Honors Program. In this colloquium course, students will explore the evolution of human thought from philosophy's birthing of theology, the sciences, and the humanities, to its practical application to ethical patterns of life and thought. Colloquium participants will discuss the consequences of specialization and explore a vision of the modern world through the lens of consilience.

PHIL 2306 Introduction to Ethics (3-0) (3 credits)
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standardsof value.

(PHTC) Commercial Photography

PHTC 1311 Fundamentals of Photography (2-4) (3 credits) An introduction to camera operation and image production, composition, flash usage, and use of exposure meters and filters.

PHTC 1341 Color Photography I (2-4) (3 credits)
Examination of color theoryas it applies to photography. Emphasis on color concepts and the intricacies of seeing and photographing in color. This course is offered in the

Spring only.
Prerequisite: PHTC 2301 with a grade of "C" or better

PHTC 1345 Illustrative Photography I (2-4) (3 credits)
Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques of production photography, reproduction principles, illustrative techniques, and advertising.
Prerequisite: PHTC 2301 with a grade of "C" or better

PHTC 2301 Intermediate Photography (2-4) (3 credits)
Continuation of Fundamentals of Photography. Emphasizes social, portrait, studio, fashion, theatrical, publicity, and event photography.
Prerequisite: PHTC 1311 with a grade of "C" or better

(PHYS) Physics

PHYS 1401 College Physics I (3-3) (4 credits) Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.
Prerequisite: MATH 1314 and MATH 1316 or MATH 2412 with a grade of "C" or better

PHYS 1402 College Physics II (3-3) (4 credits)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.
Prerequisite: PHYS 1401 with a grade of "C" or better

PHYS 1403 Stars and Galaxies (3-3) (4 credits)
Study of stars, galaxies, and the universe outside our solar system. An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

PHYS 1404 Solar System (3-3) (4 credits)
Study of the sun and its solar system, including its origin. An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

PHYS 1405 Elementary Physics I (3-3) (4 credits)
Conceptual level survey of topics in Physics intended for liberal arts, elementary education and other non-science majors.

PHYS 2425 University Physics I (3-3) (4 credits) Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.
Prerequisite: MATH 2413 with a grade of "C" or better

PHYS 2426 University Physics II (3-3) (4 credits)
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.
Prerequisite: PHYS 2425 and MATH 2414 with a grade of "C" or better

(PLAB) Phlebotomy

PLAB 1223 Phlebotomy (1-4) (2 credits)
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.
Prerequisite: Acceptance to program or permission of the department chair
Co-requisite: MLAB 1201 and MLAB 1415

(POFI) Information Processing/Data Entry Technician

POFI 2340 Advanced Word Processing (2-2) (3 credits)
Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.
Prerequisite: ITSW 1301 with a grade of "C" or better

(POFM) Medical Administrative/ Executive Assistant and Medical Secretary

POFM 1300 Basic Medical Coding (3-0) (3 credits)
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.
Prerequisite: HITT 1305 with a grade of "C" or better

POFM 1302 Medical Software Applications (2-2) (3 credits)
Medical software applications for the management and operation of health care information systems.
Prerequisite: POFM 1317 and POFM 1327 with a grade of "C" or better

POFM 1317 Medical Administrative Support (3-0) (3 credits)
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance (3-0) (3 credits)
Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal and ethical issues.

POFM 2280 Cooperative Education-Medical Administrative/ Executive Assistant and Medical Secretary (1-7) (2 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Prerequisite: POFT 1313 and POFM 1302 with a grade of "C" or better

POFM 2310 Intermediate Medical Coding (3-0) (3 credits)
Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.
Prerequisite: POFM 1327 and POFM 1300 with a grade of "C" or better

(POFT) Administrative Assistant/ Secretarial Science, General

POFT 1301 Business English (3-0) (3 credits)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT 1313 Professional Workforce Preparation (3-0) (3 credits)
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.
Prerequisite: POFM 1317 and ITSW 1301 with a grade of "C" or better

POFT 1321 Business Math (3-0) (3 credits)
Fundamentals of business mathematics including analytical and critical thinking skills.

(PSGT) Polysomnography

PSGT 1160 Clinical-Polysomnography (0-6) (1 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Co-requisite: PSGT 1300 and PSGT 1310

PSGT 1300 Polysomnography I (2-2) (3 credits) Introduction to polysomnographic technology. Includes terminology, instrumentation, patientsafety, infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions.
Co-requisite: PSGT 1160 and PSGT 1310

PSGT 1310 Neuroanatomy & Physiology (3-0) (3 credits)
Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologicdisorders.
Co-requisite: PSGT 1160 and PSGT 1300

PSGT 2205 Sleep Scoring & Staging (1-2) (2 credits)
Development of skills for sleep scoring, staging, and record preparation.
Prerequisite: PSGT 1300 with a grade of "C" or better
Co-requisite: PSGT 2411

PSGT 2360 Clinical Polysomnography II (0-14) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: PSGT 1160, PSGT 2205 and PSGT 2411 with a grade of "C" of better

PSGT 2411 Polysomnography II (2-6) (4 credits)
Current practices in polysomnography. Includes the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of polysomnography data.
Prerequisite: PSGT 1300 with a grade of "C" or better
Co-requisite: PSGT 2205

(PSYC) Psychology

PSYC 2301 General Psychology (3-0) (3 credits)
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2306 Human Sexuality (3-0) (3 credits)
This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological,

etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as SOCI 2306)

PSYC 2314 Lifespan Growth & Development (3-0) (3 credits)
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2319 Social Psychology (3-0) (3 credits)
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as SOCI 2326)

PSYC 2389 Academic Cooperative (3-0) (3 credits)
An instructional program designed to integrate on-campus study with applied experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, social institutions and mental illnesses. Specifically PSYC 2389 will present special topics in personality disorders, psychological disorders, and interpersonal adjustment and problems.

(PTHA) Physical Therapist Technician/ Assistant

PTHA 1225 Communication in Health Care (1-2) (2 credits)
Communication theories and principles for optimal delivery of health care.
Prerequisite: ENGL 1301 and BIOL 2401 with a grade of "C" or better
Co-requisite: PTHA 1301, PTHA 1305 and PTHA 1413

PTHA 1266 Practicum (or Field Experience)-Physical Therapist Assistant (0-15) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: PTHA 1321, PTHA 1431, PTHA 2201, PTHA 2409 and PSYC 2314 with a grade of "C" or better

PTHA 1301 The Profession of Physical Therapy (3-1) (3 credits)
Introduction to the profession of physical therapy and the role of the physical therapist assistant.
Prerequisite: ENGL 1301 and BIOL 2401 with a grade of "C" or better
Co-requisite: PTHA 1225, PTHA 1305 and PTHA 1413

PTHA 1305 Basic Patient Care Skills (2-4) (3 credits)
The application of basic patient handling, functional skills, communication, and selected data collection techniques.
Prerequisite: ENGL 1301 and BIOL 2401 with a grade of "C" or better
Co-requisite: PTHA 1225, PTHA 1301 and PTHA 1413

PTHA 1321 Pathophysiology for the PTA (3-1) (3 credits)
Study of the pathophysiology of diseases/conditions encountered in physical therapy.
Prerequisite: PTHA 1225, PTHA 1301, PTHA 1305, PTHA 1413 and BIOL 2402 with a grade of "C" or better
Co-requisite: PTHA 1431, PTHA 2201 and PTHA 2409

PTHA 1413 Functional Anatomy (2-6) (4 credits)
The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.
Prerequisite: ENGL 1301 and BIOL 2401 with a grade of "C" or better
Co-requisite: PTHA 1301, PTHA 1305 and PTHA 1225

PTHA 1431 Physical Agents (3-4) (4 credits)
Biophysical principles, physiological effects, efficacy, and application of physical agents.
Prerequisite: PTHA 1225, PTHA 1301, PTHA 1305, PTHA 1413 and BIOL 2402 with a grade of "C" or better
Co-requisite: PTHA 2409, PTHA 2201 and PTHA 1321

PTHA 2201 Essentials of Data Collection (1-4) (2 credits)
Data collection techniques used to assist in patient/client management.
Prerequisite: PTHA 1225, PTHA 1301, PTHA 1305, PTHA 1413, and BIOL 2402 with a grade of "C" or better
Co-requisite: PTHA 2409, PTHA 1431 and PTHA 1321

PTHA 2205 Neurology (2-1) (2 credits)
Study of neuroanatomy and neurophysiology as it relates to neurological conditions.
Prerequisite: PTHA 1266 with a grade of "C" or better
Co-requisite: PTHA 2431 and PTHA 2435

PTHA 2239 Professional Issues (2-0) (2 credits)
Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce.
Prerequisite: PHIL 2306, PTHA 2205, PTHA 2431, PTHA 2435 with a grade of "C" or better
Co-requisite: PTHA 2266 and PTHA 2267

PTHA 2266 Practicum (or Field Experience)-Physical Therapist Assistant (0-15) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: PHIL 2306, PTHA 2205, PTHA 2431, PTHA2435, with a grade of "C" or better
Co-requisite: PTHA 2239 and PTHA 2267

PTHA 2267 Practicum (or Field Experience)-Physical Therapist Assistant (0-15) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: PHIL 2306, PTHA 2205, PTHA 2431, PTHA 2435 a grade of "C" or better
Co-requisite: PTHA 2239 and PTHA 2266

PTHA 2409 Therapeutic Exercise (3-4) (4 credits)
Concepts, principles, and application of techniques related to therapeutic exercise and functional training.
Prerequisite: PTHA 1301, PTHA 1305, PTHA 1413 and

BIOL 2402 with a grade of "C" or better
Co-requisite: PTHA 2201, PTHA 1431 and PTHA 1321

PTHA 2431 Management of Neurological Disorders (3-4) (4 credits)
Comprehensive rehabilitation techniques of selected neurological disorders.
Prerequisite: PTHA 1266 with a grade of "C" or better
Co-requisite: PTHA 2205 and PTHA 2435

PTHA 2435 Rehabilitation Techniques (3-4) (4 credits)
Comprehensive rehabilitation of selected diseases and disorders.
Prerequisite: PTHA 1266 with a grade of "C" or better
Co-requisite: PTHA 2205 and PTHA 2431

(RADR) Radiologic Technology/Science

RADR 1201 Introduction to Radiology (2-0) (2 credits)
An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.
Prerequisite: BIOL 2401 with a grade of "C" or better and Acceptance to Program
Co-requisite: RADR 1266, RADR 2309, RADR 1303 and RADR 1311

RADR 1203 Patient Care (1-2) (2 credits)
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.
Prerequisite: Acceptance into the program and BIOL 2401 with a grade of "C" or better
Co-requisite: RADR 2309

RADR 1213 Principles of Radiographic Imaging I (2-0) (2 credits)
Radiographic image quality and the effects of exposure variables.
Prerequisite: RADR 2309, RADR 1203, RADR 1311, RADR 1201 and RADR 1266 with a grade of "C" or better
Co-requisite: RADR 1267

RADR 1266 Practicum I-Radiologic Technology/Science-Radiographer (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: BIOL 2401 with a grade of "C" or better and acceptance to program
Co-requisite: RADR 1201, RADR 1303, RADR 1311 and RADR 2309

RADR 1267 Practicum II-Radiologic Technology/Science-Radiographer (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RADR 2309, RADR 1203, RADR 1311, RADR 1201 and RADR 1266 with a grade of "C" or better
Co-requisite: RADR 2313, RADR 1213 and RADR 2301

RADR 1311 Basic Radiographic Procedures (2-3) (3 credits) An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.
Prerequisite: BIOL 2401 with a grade of "C" or better and acceptance to program
Co-requisite: RADR 2309, RADR 1303, RADR 1201, and RADR 1266

RADR 1491 Special Topics in Medical Radiologic Technology (3-4) (4 credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

RADR 2167 Practicum VI-Radiologic Technology/Science-Radiographer (0-10) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RADR 2367 and RADR 2431 with a grade of "C" or better
Co-requisite: RADR 2235

RADR 2205 Principles of Radiographic Imaging II (1-2) (2 credits)
Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production.
Prerequisite: RADR 2266, RADR 2233 and RADR 2236 with a grade of "C" or better
Co-requisite: RADR 2366

RADR 2217 Radiographic Pathology (2-0) (2 credits)
Disease processes and their appearance on radiographic images.
Prerequisite: RADR 2266, RADR 2336 and RADR 2233 with a grade of "C" or better
Co-requisite: RADR 2366

RADR 2233 Advanced Medical Imaging (2-0) (2 credits)
An exploration of specialized imaging modalities.
Prerequisite: RADR 2313, RADR 1213, RADR 2301 and RADR 1267 with a grade of "C" or better
Co-requisite: RADR 2266

RADR 2235 Radiologic Technology Seminar (2-0) (2 credits)
A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisite: RADR 2367 and RADR 2431 with a grade of "C" or better
Co-requisite: RADR 2267

RADR 2236 Special Patient Applications (2-0) (2 credits)
Advanced concepts of pediatrics, geriatrics, trauma, history documentation, and Electrocardiogram (ECG). Includes phlebotomy and venipuncture.
Prerequisite: RADR 2313, RADR 1213, RADR 2301 and RADR 1267 with a grade of "C" or better
Co-requisite: RADR 2266

RADR 2266 Practicum III-Radiologic Technology/Science-Radiographer (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RADR 2313, RADR 1213, RADR 2301 and RADR 1267 with a grade of "C" or better
Co-requisite: RADR 2336 and RADR 2233\

RADR 2301 Intermediate Radiographic Procedures (2-3) (3 credits)
A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.
Prerequisite: RADR 2309, RADR 1203, RADR 1311, RADR 1201 and RADR 1266 with grade of "C" or better
Co-requisite: RADR 1267

RADR 2309 Radiographic Imaging Equipment (3-0) (3 credits)
Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.
Prerequisite: BIOL 2401 with a grade of "C" or better and acceptance to program
Co-requisite: RADR 1203, RADR 1311, RADR 1201 and RADR 1266

RADR 2313 Radiation Biology and Protection (3-0) (3 credits)
Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
Prerequisite: RADR 2309, RADR 1203, RADR 1311, RADR 1201 and RADR 1266 with a grade of "C" or better
Co-requisite: RADR 1267

RADR 2331 Advanced Radiographic Procedures (2-3) (3 credits)
Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology.
Prerequisite: RADR 2366, RADR 2217 and RADR 2205 with a grade of "C" or better
Co-requisite: RADR 2367

RADR 2366 Practicum IV-Radiologic Technology/Science-Radiographer (0-24) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RADR 2266, RADR 2336 and RADR 2233 with a grade of "C" or better
Co-requisite: RADR 2217 and RADR 2305

RADR 2367 Practicum V-Medical Radiologic Technology (0-24) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RADR 2366, RADR 2305, and RADR 2217 with a grade of "C" or better
Co-requisite: RADR 2431

(READ) Developmental Reading

READ 0311 Developmental Reading I (3-1) (3 credits)
This course focuses on the development of reading and higher order thinking skills necessary for college readiness.
Prerequisite: Appropriate Placement Scores
Note: For institutions offering more than one level, this course shall be used for lower level(s) only.

(RECL) Professional Tennis Management

RECL 1105 Summer Tennis Experience (1-0) (1 credit)
Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

RECL 1300 Scientific Approach to Tennis Teaching (3-0) (3 credits)
An analysis of tennis from a scientific viewpoint with information based on current research studies.
Co-requisite: RECL 1376

RECL 1301 Philosophy of Coaching (3-0) (3 credits)
Principles, methods, and materials related to the philosophy of coaching for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis, and the philosophy of tennis.

RECL 1302 Individual Tennis Instruction (3-0) (3 credits)
A study of the fundamentals of tennis and tennis stroke instruction with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory.
Co-requisite: RECL 1377

RECL 1303 Athletic Program Planning (3-0) (3 credits)
A study of planning, organizing, and conducting activities for athletic programs including promotion, special events, clinics, junior development, ladies days, ladders, tournaments, leagues, and social events as well as the

construction of the overall program.

RECL 1304 Fitness and Motor Learning in Tennis (3-0) (3 credits)
Methods of assessing fitness and developing conditioning programs related to tennis. Includes proper nutrition, weight lifting, aerobic and anaerobic principles. Also explores proper methodology for teaching tennis skills for all levels of tennisplayers.

RECL 1376 Tennis Teaching Clinic I (0-15) (3 credits)
On-court teaching skills with an emphasis placed on individual lessons.
Co-requisite: RECL 1300

RECL 1377 Tennis Teaching Clinic II (0-15) (3 credits)
Studies technical equipment such as teaching aids including ball machines, video recorder, audio recorder, and tennis stringing equipment with a continuation of on-court skills with an emphasis on group dynamics.
Co-requisite: RECL 1302

RECL 2306 Sports Psychology (3-0) (3 credits)
A study of human behavior in sports performance. An emphasis placed on the science of sport psychology. Basic techniques of using motivation, behavior modification, visualization, relaxation training, and concentration will be discussed.

RECL 2307 Tennis Instruction Methodologies (3-0) (3 credits)
Analysis of tennis teaching and coaching styles as reflected in published materials.

RECL 2338 United States Professional Tennis Association Exam Review (3-0) (3 credits)
A preparation for the United States Professional Tennis Association Exam, including a review of all five components.

RECL 2375 Tennis Teaching Clinic III (0-15) (3 credits)
Emphasis placed on the organization, planning, and performance of group lessons with a continuation of court skills as well as emphasis on personal playing skills.

RECL 2376 Tennis Teaching Clinic IV (0-15) (3 credits)
A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis profession.

(RELE) Real Estate

RELE 1200 Contracts Forms & Addenda (2-0) (2 credits)
Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

RELE 1211 Law of Contracts (2-0) (2 credits)
Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements.

RELE 1219 Real Estate Finance (2-0) (2 credits)
Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency.

RELE 1325 Real Estate Mathematics (3-0) (3 credits)
Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.

RELE 1406 Principles of Real Estate (4-0) (4 credits)
A complete overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder; titles to and conveyance of real estate; legal descriptions, deeds, encumbrances and liens; distinctions between personal and real property; appraisal, finance and regulations; closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills the 4 semester hours of Principles of Real Estate required for the salesperson license.

RELE 2201 Law of Agency (2-0) (2 credits)
Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency.

RELE 2388 Internship-Real Estate (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: RELE 1325, RELE 1219, RELE 2201 (or concurrent enrollment), RELE 1406, RELE 1211 and RELE 1200 with a grade of "C" or better

(RISE) Retention Intensive Success Experiences

RISE 0300 Life Management (3-0) (3 credits)
This course is required of any student who is on Academic Suspension. Choices, Challenges, and Changes: This course focuses on critical thinking processes that promote positive self-awareness and personal achievement. Topics may include: self-regulation, goal-setting, motivation, and time management

(RNSG) Nursing

RNSG 1125 Professional Nursing Concepts I (1-0) (1 credit)
Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Content includes clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, informatics, patient-centered care, patient education, professionalism, safety, and team/ collaboration. Emphasizes role development of the professional nurse. This course lends itselfto a concept-based approach.
Prerequisite: Acceptance into the ADN program
Co-requisite: RNSG 1216, RNSG 1128, RNSG 1430, and RNSG 1161

RNSG 1126 Professional Nursing Concepts II
(1-0) (1 credit)
Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, communication, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the HCC course. Introduces concept of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.
Pre-requisite: Acceptance into the ADN program
Co-requisite: RNSG 1533 and RNSG 2362

RNSG 1128 Introduction to Health Care Concepts
(1-0) (1 credit)
An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolyte balance, immunity, gas exchange, perfusion, metabolism, coping and tissue integrity.
Prerequisite: Acceptance into the ADN program
Co-requisite: RNSG 1216, RNSG 1430, RNSG 1125, and RNSG 1161

RNSG 1137 Professional Nursing Concepts III
(1-0) (1 credit)
Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration. Introduces the concept of quality improvement and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.
Prerequisite: Nursing: Acceptance into the ADN program
Prerequisite: LVN/RN Transition Program: Current LVN license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program: Current EMT certification and acceptance into the Paramedic/ RN transition program
Co-requisite: RNSG 1538, RNSG 2363

RNSG 1161 Clinical I-Registered Nursing/Registered Nurse
(0-4) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Prerequisite: Acceptance to the ADN program
Co-requisite: RNSG 1125, RNSG 1430, RNSG 1128 and RNSG 1216

RNSG 1162 Transitional Clinical Paramedic Clinical I
(0-4) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Prerequisite: Paramedic/RN Transition Program: Current EMT certification and acceptance into the Paramedic/ RN transition program
Co-requisite: RNSG 1170, RNSG 1172, and RNSG 1324

RNSG 1163 Transitional Clinical I (0-4) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Prerequisite: Current LVN license and acceptance into the LVN-RN transition program

RNSG 1170 Introduction to Health Care Concepts
(1-0) (1 credit)
An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolyte balance, immunity, gas exchange, perfusion, metabolism, coping and tissue integrity.
Prerequisite: LVN/RN Transition Program: Current LVN license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program: Current EMT certification and acceptance into the Paramedic/ RN transition program
Co-requisite: *RNSG 1163 or 1162 (depending upon LVN-RN or Paramedic-RN), RNSG 1172, RNSG 1324

RNSG 1172 Professional Nursing Competencies
(0-4) (1 credit)
Development of professional nursing competencies in the care of diverse patients throughout the lifespan.

Emphasizes psycho-motor skills and clinical reasoning

in the performance of nursing procedures related to the concepts of: clinical judgment, comfort,elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism,mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.
Prerequisite: LVN/RN Transition Program: Current LVN license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program:Current EMT certification and acceptance into the Paramedic/ RN transition program
Co-requisite: RNSG 1170, RNSG 1324, and *RNSG 1163 or 1162 (depending upon LVN-RN or Paramedic-RN)

RNSG 1216 Professional Nursing Competencies (0-8) (2 credits)
Development of professional nursing competencies in the care of diverse patients throughout the lifespan. Emphasizes psycho-motor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort,elimination, fluid and electrolyte balance, nutrition, gas exchange, safety, functional ability, immunity, metabolism,mobility, tissue integrity, thermo regulation, communication, patient education, professionalism, and ethical/legal precepts. Includes health assessment and medication administration. This course lends itself to a concept-based approach.
Prerequisite: Acceptance into the ADN program

RNSG 1324 Concept-Based Transitional to Professional Nursing Practice (2-4) (3 credits)
Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermo-regulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, end of life, grief and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, informatics, patient-centered care, patient education, professionalism, safety, and team/collaboration.
Prerequisite: LVN/RN Transition Program: Current LVN license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program:Current EMT certification and acceptance into the Paramedic/ RN transition program
Co-requisite: RNSG 1172, RNSG 1170, RNSG *1163 or 1162 (depending upon LVN-RN or Paramedic-RN)

RNSG 1430 Health Care Concepts I (3-4) (4 credits)
In-depth coverage offoundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition,sensory perception, sleep, thermoregulation, end-of-life,grief,

and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach.
Prerequisite: Acceptance into the ADN program

RNSG 1533 Health Care Concepts II (4-4) (5 credits)
In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept- based approach.
Prerequisite: Acceptance into the ADN program

RNSG 1538 Health Care Concepts III (4-4) (5 credits)
In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.
Prerequisite: Nursing: Acceptance into the ADN program **Prerequisite:** LVN/RN Transition Program: Current LVN license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program: Current EMT certification and acceptance into the Paramedic/ RN transition program
Co-requisite: RNSG 1137 and RNSG 2363

RNSG 2138 Professional Nursing Concepts IV (1-1) (1 credit)
In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.
Prerequisite: Nursing: Acceptance into the ADN program **Prerequisite:** LVN/RN Transition Program: Current LVN license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program: Current EMT certification and acceptance into the Paramedic/ RN transition program
Co-requisite: RNSG 2360 and RNSG 2539

RNSG 2360 Clinical IV-Registered Nursing/Registered Nurse (0-12) (3 credits)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor, generally in a
clinical setting. Clinical education is an unpaid learning experience.
Prerequisite: Nursing: Acceptance into the ADN program
Prerequisite: LVN/RN Transition Program: Current LVN
Co-requisite: RNSG 2138 and RNSG 2539

license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program: Current EMT certification and acceptance into the Paramedic/RN transition program

RNSG 2362 Clinical II-Registered Nursing/Registered Nurse (0-12) (3 credits)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Prerequisite: Acceptance into the ADN program

RNSG 2363 Clinical III-Registered Nursing/Registered Nurse (0-12) (3 credits)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Prerequisite: Nursing: Acceptance into the ADN program
Prerequisite: LVN/RN Transition Program: Current LVN license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program: Current EMT certification and acceptance into the Paramedic/RN transition program
Co-requisite: RNSG 1538 and RNSG 1137

RNSG 2539 Health Care Concepts IV (4-4) (5 credits)
In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, coping, tissue integrity, and interpersonal relationships. Provides continuing development of clinical judgment with integration of all program concepts. The course lends itself to a concept-based approach.
Prerequisite: Nursing: Acceptance into the ADN program
Prerequisite: LVN/RN Transition Program: Current LVN license and acceptance into the LVN-RN transition program
Prerequisite: Paramedic/RN Transition Program: Current EMT certification and acceptance into the Paramedic/RN transition program
Co-requisite: RNSG 2138 and RNSG 2360

(RSPT) Respiratory Care

RSPT 1101 Introduction to Respiratory Care (1-0) (1 credit)
An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment,

infection control, and cardiopulmonary resuscitation (CPR).

RSPT 1166 Practicum-Respiratory Care Therapy/Therapist (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: BIOL 2401 and CHEM 1406 with a grade of "C" or better
Co-requisite: RSPT 1329

RSPT 1227 Applied Physics for Respiratory Care (2-1) (2 credits)
Review of the theoretical and practical applications of mathematics and physics with focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care.

RSPT 1267 Practicum II-Respiratory Care Therapy/Therapist (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.
Co-requisite: RSPT 1331 and RSPT 2414

RSPT 1307 Cardiopulmonary Anatomy and Physiology (3-0) (3 credits) Anatomy and physiology of the cardiovascular and pulmonary systems.

RSPT 1329 Respiratory Care Fundamentals I (2-3) (3 credits)
Introduction to respiratory care fundamentals. Provides an introduction to the knowledge and skills for respiratory care including history, medical terms/ symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, humidity/aerosol therapy, bronchial hygiene therapy, and lung expansion therapy. **Co-requisite:** RSPT 1166

RSPT 1331 Respiratory Care Fundamentals II (2-3) (3 credits)
Continued development of knowledge and skills for respiratory care. Provides a continuation of knowledge and skills for respiratory care including lung expansion therapy, bronchial hygiene therapy, artificial airways, resuscitation devices, suctioning, non-invasive monitoring, bedside spiromety, arterial sampling techniques, analysis and interpretation.
Co-requisite: RSPT 1267

RSPT 2139 Advanced Cardiac Life Support (1-2) (1 credit)
Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification based on American Heart Association standards.
Co-requisite: RSPT 2267

RSPT 2210 Cardiopulmonary Disease (2-0) (2 credits)
Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of

cardiopulmonary diseases.
Prerequisite: RSPT 1307 with a grade of "C" or better

RSPT 2217 Respiratory Care Pharmacology (2-0) (2 credits) A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions.

RSPT 2266 Practicum III-Respiratory Care Therapy/Therapist (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

RSPT 2267 Practicum IV-Respiratory Care Therapy/Therapist (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.
Co-requisite: RSPT 2239

RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care (2-3) (3 credits)
A study of neonatal and pediatric cardiopulmonary care.

RSPT 2414 Mechanical Ventilation (3-4) (4 credits)
The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatorsupport.
Co-requisite: RSPT 1267

RSPT 2425 Cardiopulmonary Diagnostics (3-4) (4 credits)
A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments.

(RTVB) Radio and Television Broadcasting

RTVB 1345 Broadcast Engineering (2-2) (3 credits)
Engineering video productions including the basic alignment/adjustment of cameras, test equipment, storage devices, and other studio equipment. Basic system design and construction. Examines digital standards for broadcast, cable, satellite, and network distribution.

RTVB 2330 Film and Video Editing (2-2) (3 credits)
Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features.

RTVB 2339 Broadcast Sales (3-0) (3 credits)
Instruction in sales methods, audience measurement, demographics, station promotion, and public relations.

RTVB 2351 Programming for Radio and TV (3-0) (3 credits)
Analysis of radio station formats and television scheduling and programming. Examination of the influence of audience response and market conditionson programming for radio, television, cable, and emerging media.

RTVB 2386 Internship-Radio & Television (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: Last semester of study in the Multimedia Marketing and Production program or consent of instructor

(SGNL) American Sign Language

SGNL 1401 Beginning American Sign Language I
(3-2) (4 credits) Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

SGNL 1402 Beginning American Sign Language II
(3-2) (4 credits)
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.
Prerequisite: SGNL 1401 with a grade of "C" or better

SGNL 2301 Intermediate American Sign Language I
(2-3) (3 credits)
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore.
Prerequisite: SGNL 1402 with a grade of "C" or better

SGNL 2302 Intermediate American Sign Language II
(2-3) (3 credits)
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore.
Prerequisite: SGNL 2301 with a grade of "C" or better

(SLNG) Sign Language Interpreter

SLNG 1211 Fingerspelling (1-3) (2 credits)
Development of expressive and receptive skills in fingerspelling and numbers. Receptive skills focus on whole word phrase recognition and fingerspelling/ number comprehension in context. Expressive skills focus on the development of speed, clarity, and fluency.
Prerequisite: SGNL 1402 with a grade of "C" or better

SLNG 1215 Visual/Gestural Communication (1-3) (2 credits)
Development of skills in non-verbal communications. Emphasizes the use and understanding of facial expression, gestures, pantomime, and body language.

SLNG 1307 Intra-lingual Skills Development for Interpreters (3-1) (3 credits)
Development of intra-lingual (English to English) skills necessary for future development of inter-lingual (English to American Sign Language [ASL]/ASL to English) skills. Focus on linguistic and cognitive skills

development in areas of paraphrasing, summarizing,main idea identification, comprehension, memory, delayed repetition, multitasking, vocabulary, and cultural literacy.
Prerequisite: ENGL 1301 and SGNL 1401 with a grade of "C" or better

SLNG 1321 Introduction to the Interpreting Profession (3-0) (3 credits)
An overview of the field of American Sign Language (ASL)/English interpretation. Provides a historical framework for the current principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.
Prerequisite: ENGL 1301 and SGNL 1401 with a grade of "C" or better

SLNG 1347 Deaf Culture (3-0) (3 credits)
Historical and contemporary perspective of American Deaf culture using a sociocultural model. Includes cultural identity and awareness, values, group norms, communication, language, and significant contributions made by D/deaf people to the world.
Prerequisite: ENGL 1301 and SGNL 2302 with a grade of "C" or better

SLNG 1350 Sign-To-Voice (2-4) (3 credits)
Skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.
Prerequisite: SLNG 2301 and SGNL 2302 with a grade of "C" or better or permission by the department chair

SLNG 1391 Special Topics in Sign Language Interpreting-Interpreting Seminar (2-3) (3 credits)
Topics address recently identified current events,skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Prerequisite: SLNG 2301 and SGNL 2302 with a grade of "C" or better

SLNG 1491 Special Topics in Sign Language Interpreter-Legal (3-2) (4 credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. This course establishes the principles, protocol and skills associated with interpreting in the legal context and explores best practices associated with interpreting in the American judicial system.
Prerequisite: SLNG 2311, LGLA 1311 and LGLA 1345 with a grade of "C" or better
Co-requisite: CRIJ 1306 and CRIJ 1310

SLNG 2266 Practicum-Sign Language Interpretation and Translation (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: SLNG 2302 and SLNG 2431 or concurrent; pass mid-program evaluation with "C" of better

SLNG 2301 Interpreting I (3-1) (3 credits)
An overview of the interpreting process and models of interpretation. Introduces the skills necessary to achieve dynamic message equivalence in interpreting American Sign Language (ASL) to English and English to ASL.
Prerequisite: SGNL 1402 with a grade of C' or better

SLNG 2302 Interpreting II (2-4) (3 credits)
Continued development of discourse analysis and interpreting skills for increasingly complex tasks. Utilization of consecutive and simultaneous interpreting scenarios including monologues and dialogues. Emphasizes skill development, self-analysis, and peer evaluation.
Prerequisite: SGNL 2302 and SLNG 2301 with a grade of "C" or better on Mid Program Evaluation

SLNG 2303 Transliterating (2-4) (3 credits)
A practice-oriented course designed to develop skills necessary for rendering spoken English to a signed English format and signed English to spoken English.
Prerequisite: SGNL 2302 and SLNG 2301 with a grade of "C" or better on Mid Program Evaluation

SLNG 2311 Interpreting in Specialized Settings (Legal) (2-3) (3 credits)
Overview of interpreting/transliterating with special populations (e.g., deaf/blind, high visual, oral) and/or special settings (e.g., religious, artistic, medical, legal, mental health). Reinforce interpreting theories and techniques in relation to special population(s) and/or setting(s). An overview of English to American Sign Language (ASL) and ASL to English interpreting procedures, including sight translation to legal and quasi-legal settings. Topics including legal concepts and protocol, procedures, terminology, current issues in law, and interpreting/transliterating in legal and quasi-legal settings.
Prerequisite: AAS Sign Language Interpreting or Certified Sign Language Interpreter
Co-requisite: LGLA 1311 and LGLA 1345

SLNG 2331 Interpreting III (2-4) (3 credits)
A practice-oriented course to strengthen skills in the integration and application of interpreting using complex source materials. Continued exposure to simulated interpreting/transliterating experiences.
Prerequisite: SLNG 2302 with a grade of "C" or better and pass mid-program evaluation with a grade of "C" or better

SLNG 2334 American Sign Language (ASL) V (2-3) (3 credits)
Development of proficiency in ASL. Includes instruction in semantic and grammatical accuracy and appropriate discourse strategies in a variety of communication contexts.
Prerequisite: SGNL 2302 with a grade of "C" or better

SLNG 2336 Interpreting IV (2-3) (3 credits)

Advanced development in interpreting/transliterating skills. Emphasizes achieving the nuances of interpretation in terms of lexical choices, speaker's goal, register, and affect. Designed to help prepare students for advanced certification at the state and national levels. Focus on basic healthcare settings.
Prerequisite: AAS Sign Language Interpreting or Certified Sign Language Interpreter
Co-requisite: HPRS 1105, HITT 1305 and PSYC 2301

SLNG 2340 Interpreting V (2-3) (3 credits)
Focuses on nuances of interpretation including word choice, register, and affect. Prepares students for advanced certification at the state and national levels. Advanced development in expressive/receptive interpreting/transliterating skills in advanced healthcare settings. Including skills in protocol, sight translation, ethical issues and safety. Emphasizes achieving the nuances of interpretation in terms of lexical choices, speaker's goal, register, and affect. Designed to help prepare students for interpreting in more complex medical, mental health and drug/alcohol treatment settings.
Prerequisite: SLNG 2336, HPRS 1105, HITT 1305 and PSYC 2301 with a grade of "C" or better
Co-requisite: DAAC 1319 and PSYC 2314

(SOCI) Sociology

SOCI 1301 Introductory Sociology (3-0) (3 credits)
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

SOCI 1306 Social Problems (3-0) (3 credits)
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2289 Honors Capstone Seminar (2-1) (2 credits)
An interdisciplinary instructional program designed to integrate on-campus study with practical hands on work experience across the various disciplines. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions as these interface with a theoretical or research goal of the student's choosing. Outside of seminarmeetings, student will work independently with an honors faculty member towardan Honors Capstone research project in their discipline.

SOCI 2301 Marriage and Family (3-0) (3 credits)
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI 2319 Minority Studies (3-0) (3 credits)
This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/ subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

SOCI 2340 Drug Use and Abuse (3-0) (3 credits)
Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. (Cross-listed as PHED 1165 and PHED 1346)

(SOCW) Social Work

SOCW 2361 Introduction to Social Work (3-0) (3 credits)
Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

SOCW 2362 Social Welfare as a Social Institution (3-0) (3 credits)
Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

(SPAN) Spanish Language

SPAN 1300 Beginning Spanish Conversation I (3-0) (3 credits)
Basic practice in comprehension and production of the spoken language.

SPAN 1411 Beginning Spanish I (3-2) (4 credits)
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

SPAN 1412 Beginning Spanish II (3-2) (4 credits)
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

SPAN 2311 Intermediate Spanish I (3-0) (3 credits)
The consolidation of skills acquired at the introductory

level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish speaking world.
Prerequisite: SPAN 1412 with a grade of "C" or better

SPAN 2312 Intermediate Spanish II (3-0) (3 credits)
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish speaking world.
Prerequisite: SPAN 2311 with a grade of "C" or better

(SPCH) Speech

SPCH 1311 Introduction to Speech Communications
(3-0) (3 credits) Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1315 Public Speaking (3-0) (3 credits)
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

SPCH 1318 Interpersonal Communication (3-0) (3 credits)
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321 Business and Professional Communication (3-0) (3 credits)
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

SPCH 1342 Voice & Diction (3-0) (3 credits)
Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation. Credit cannot be granted for both SPCH 1342 and DRAM 2336.

SPCH 2333 Discussion and Small Group Communication
(3-0) (3 credits)
Discussion and small group theories and techniques as they relate to group process and interaction.

SPCH 2341 Oral Interpretation (3-0) (3 credits)
Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

(SRGT) Surgical Technology

SRGT 1266 Practicum (or Field Experience) -
Surgical Technology/Technologist (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

SRGT 1405 Introduction to Surgical Technology
(3-2) (4 credits)
Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.
Prerequisite: HITT 1305 and BIOL 2404 with a grade of "C" or better

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques (3-2) (4 credits)
In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.
Prerequisite: HITT 1305 and BIOL 2404 with a grade of "C" or better

SRGT 1541 Surgical Procedures I (3-6) (5 credits)
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgicalprocedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patientcare.
Prerequisite: HITT 1305, BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better
Co-requisite: SRGT 1405, SRGT 1409 and SRGT 1266

SRGT 1542 Surgical Procedures II (3-6) (5 credits)
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgicalprocedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive , ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.
Prerequisite: SRGT 1405, SRGT 1409, SRGT 1541 and SRGT 1266 with a grade of "C" or better
Co-Requisite: SRGT 2466

SRGT 2466 Practicum (or Field Experience) -
Surgical Technology/Technologist
(0-28) (4 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

(SRVY) Survey Technology/Surveying

SRVY 1301 Introduction to Surveying (3-0) (3 credits)
An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements.

Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure.
Co-requisite: SRVY 1309 and SRVY 1315

SRVY 1309 Surveying Measurement (2-2) (3 credits)
An introductory course covering the equipment and hardware of the profession necessary to measure horizontal and vertical distances, in accordance with prevailing and applicable professional standards, e.g., standards of the National Geodetic Survey, state and local statutes and regulations, professional standards, such as the Texas Society of Professional Surveyors.
Co-requisite: SRVY 1301 and SRVY 1315

SRVY 1315 Surveying Calculations (3-0) (3 credits)
Review and application of mathematics used in surveying and mapping.
Co-requisite: SRVY 1301 and SRVY 1309

SRVY 1335 Land Surveying Applications (2-2) (3 credits)
Structured experience with the equipment, techniques and hardware necessary to measure horizontal and vertical angles and distances used in surveying.
Co-requisite: SRVY 1341

SRVY 1341 Land Surveying (3-0) (3 credits)
A study of the measurement and determination of boundaries, areas, shapes, location through traversing techniques. Instruction in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards.
Prerequisite: MATH 1316 or concurrent enrollment and SRVY 1301 with a grade of "C" or better
Co-requisite: SRVY 1335

SRVY 2305 Geographic Information Systems Applications (2-2) (3 credits)
A hands-on course with computer applications providing additional conceptual understanding of geographic information systems and practical applications using a variety of Geographic Information System software.
Co-requisite: SRVY 2331 and SRVY 2335

SRVY 2309 Computer Aided Mapping (2-2) (3 credits)
Production of survey maps using appropriate computer aided drafting software. Includes plats, civil engineering design drawings and topographic maps.
Co-requisite: SRVY 1335 and SRVY 1341

SRVY 2331 Geodetic Surveying and Mapping (3-0) (3 credits)
A study of field astronomy, Polaris and solar observations, State Plane Coordinate Systems, and Global Positioning System.
Prerequisite: SRVY 1341 with a grade of "C" or better
Co-requisite: SRVY 2335

SRVY 2335 Geodetic Surveying and Mapping Applications (2-2) (3 credits)
Emphasis on the field techniques of making astronomic observations, recovering control monuments, setting control monuments, and the planning and use of Global Positioning System receivers in data collection.
Co-requisite: SRVY 2331

SRVY 2339 Engineering Design Surveying (3-0) (3 credits)
A study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout, including the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.
Prerequisite: SRVY 2331 with a grade of "C" or better
Co-requisite: SRVY 2341

SRVY 2341 Engineering Design Surveying Lab (2-2) (3 credits)
The companion lab for Engineering Design Surveying. Emphasis on field methods of surveying alignments.
Co-requisite: SRVY 2339

SRVY 2343 Surveying-Legal Principles I (3-0) (3 credits)
The study of location, conveyance, ownership and transfer of real property under the laws of the State of Texas. Emphasis on the history of disposition of public land, interpreting written descriptions, dignity of calls and evidence, record search of public and private land records and preparation of a deed record sketch.
Prerequisite: SRVY 1341 with a grade of "C" or better

SRVY 2344 Surveying-Legal Principles II (3-0) (3 credits)
An advanced course in legal principles, retracement and boundary location with application of legal principles and Rules of Construction; writing survey reports and property descriptions; and a review of boundary law cases.
Prerequisite: SRVY 2343 with a grade of "C" or better

SRVY 2386 Internship-Survey Technology/ Surveying (0-9) (3 credits)
An advanced work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Practical experience is simultaneously related to theory. Direct supervision is provided by the workplace supervisor.

(TECM) Applied Mathematics

TECM 1303 Technical Calculations (3-0) (3 credits)
Specific mathematical calculations required by business, industry, and health occupations.

(VTHT) Veterinary Technology

VTHT 1125 Pharmacological Calculations (1-0) (1 credit)
Skill development in calculating drug dosages.

VTHT 1205 Veterinary Medical Terminology (2-0) (2 Credits)
Introduction to word parts, directional terminology, and analysis of veterinary terms.

VTHT 1209 Veterinary Nutrition (2-0) (2 Credits)
Fundamentals of energy and non-energy producing nutrients, their sources and functions. Integration of concepts including digestion, absorption, and

metabolism with application to normal and therapeutic nutritional needs.
Prerequisites: VTHT 1301 and VTHT 1205 with a grade of "C" or better

VTHT 1301 Introduction to Veterinary Technology (2-2) (3 Credits)
Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of animals, and ethical and professional requirements.

VTHT 1317 Veterinary Office Management (3-0) (3 Credits)
Practical experience in management of the veterinary practice. Emphasis on client relations, record keeping, inventory, employment skills, and computer skills in the veterinary environment.
Prerequisites: VTHT 1301 and VTHT 1205 with a grade of "C" or better

VTHT 1345 Veterinary Radiology (2-2) (3 Credits)
Presentation of theory and principles and practical application of radiology within the field of veterinary medicine.
Prerequisites: VTHT 1413 with a grade of "C" or better

VTHT 1349 Veterinary Pharmacology (3-0) (3 Credits)
Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents.
Prerequisites: VTHT 1125 with a grade of "C" or better

VTHT 1413 Veterinary Anatomy and Physiology (3-3) (4 Credits)
Gross anatomy of domestic animals including physiological explanations of how each organ system functions.
Prerequisites: VTHT 1301 and VTHT 1205 with a grade of "C" or better

VTHT 1441 Anesthesia and Surgical Assistance (3-3) (4 Credits)
In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment.
Prerequisite: VTHT1413 with a grade of "C" or better

VTHT 2213 Lab Animal Clinical Management (1-2) (2 Credits)
Survey of feeding, management practices, and care of laboratory animals in a clinical setting. Review of common diseases of laboratory animals encountered in the practice of veterinary medicine.

VTHT 2301 Canine and Feline Clinical Management (2-2) (3 Credits)
Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of veterinary medicine.
Prerequisites: VTHT 1301 and VTHT 1205 with a grade of "C" or better

VTHT 2321 Veterinary Parasitology (2-2) (3 Credits)
Study of parasites common to domestic animals including zoonotic diseases.
Prerequisites: VTHT 2323 and VTHT 1349 with a grade of "C" or better

VTHT 2323 Veterinary Clinical Pathology I (2-2) (3 Credits)
In-depth study of hematology and blood chemistries with emphasis on lab procedures.
Prerequisite: VTHT 1413 with a grade of "C" or better

VTHT 2425 Large Animal Assisting Techniques (3-3) (4 Credits) Study of restraint, management, treatment, and medication techniques for farm animals.
Prerequisite: VTHT 1441 with a grade of "C" or better

VTHT 2460 Clinical - Veterinary/Animal Health Technology/ Technician and Veterinary Assistant (0-15) (4 Credits) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: VTHT 1345, VTHT 1349, VTHT 1441 and VTHT 2323 with a grade of "C" or better

(VNSG) Licensed Practical/Vocational Nurse Training

VNSG 1119 Leadership and Professional Development (1-0) (1 credit)
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better; successful completion of all first-level VNSG courses
Co-requisite: VNSG 1361 and VNSG 2410

VNSG 1201 Mental Health and Mental Illness (2-0) (2 credits)
Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402; successful completion of all first-level VNSG courses with a grade of "C" or better
Co-requisite: VNSG 1230, VNSG 1262, VNSG 1334, VNSG 1409, VNSG 2161 and VNSG 2431

VNSG 1204 Foundation of Nursing (2-0) (2 credits)
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better
Co-requisite: VNSG 1227, VNSG 1231, VNSG 1260, VNSG 1323, VNSG 1329 and VNSG 1400

VNSG 1227 Essentials of Medication Administration (2-1) (2 credits)
General principles of medication administration

including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better
Co-requisite: VNSG 1204, VNSG 1231, VNSG 1260, VNSG 1323, VNSG 1329 and VNSG 1400

VNSG 1230 Maternal-Neonatal Nursing (2-0) (2 credits)
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402; successful completion of all first-level VNSG program courses with a grade of "C" or better
Co-requisite: VNSG 1201, VNSG 1262, VNSG 1334, VNSG 1409, VNSG 2161, and VNSG 2431

VNSG 1231 Pharmacology (2-1) (2 credits) Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better
Co-requisite: VNSG 1204, VNSG 1227, VNSG 1260, VNSG 1323, VNSG 1329 and VNSG 1400

VNSG 1260 Clinical I (0-12) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course involves direct patient care for mastery of nursing skills and competencies performed in a variety of health care settings.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better
Co-requisite: VNSG 1204, VNSG 1231, VNSG 1227, VNSG 1323, VNSG 1329 and VNSG 1400

VNSG 1262 Clinical II (0-12) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course involves direct patient care for mastery of nursing skills and competencies performed in a variety of health care settings with a focus on acute care.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402; successful completion of all first-level VNSG courses with a grade of "C" or better
Co-requisite: VNSG 1230, VNSG 1231, VNSG 1334, VNSG 1409, VNSG 2161, and VNSG 2431

VNSG 1323 Basic Nursing Skills (2-3) (3 credits)
Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better
Co-requisite: VNSG 1201, VNSG 1204, VNSG 1227, VNSG 1260, VNSG 1329, and VNSG 1400

VNSG 1329 Medical-Surgical Nursing I (3-0) (3 credits)
Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better
Co-requisite: VNSG 1204, VNSG 1227, VNSG 1231, VNSG 1260, VNSG 1323 and VNSG 1400

VNSG 1334 Pediatrics (3-1) (3 credits)
Study of the care of the pediatric patient andfamily during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

VNSG 1361 Clinical IV (0-16) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402 successful completion of all first and second level VNSG program courses with a grade of "C" or better
Co-requisite: VNSG 1119 and VNSG 2410

VNSG 1400 Nursing in Health and Illness I (4-1) (4 credits)
Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402; successful completion of all first-level VNSG program courses with a grade of "C" or better
Co-requisite: VNSG 1204, VNSG 1227, VNSG 1231, VNSG 1260, VNSG 1323 and VNSG 1329

VNSG 1409 Nursing in Health and Illness II (4-1) (4 credits)
Introduction to health problems requiring medical and surgical interventions.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402; successful completion of all first-level VNSG program courses with a grade of "C" or better
Co-requisite: VNSG 1201, VNSG 1230, VNSG 1262, VNSG 1334, VNSG 2161 and VNSG 2431

VNSG 2161 Clinical III (0-4) (1 credit)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course involves the clinical learning experiences in pediatric, maternal, and newborn care settings.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402; successful completion of all first-level VNSG courses with a grade of "C" or better
Co-requisite: VNSG 1201, VNSG 1230, VNSG 1262, VNSG 1334, VNSG 1409 and VNSG 2431

VNSG 2410 Nursing in Health and Illness III (4-1) (4 credits)
Continuation of Nursing in Health and Illness II. Further study of medical-surgical health problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.
Prerequisite: VNSG 1409 with a grade of "C" or better
Co-requisite: VNSG 1119

VNSG 2431 Advanced Nursing Skills (3-3) (4 credits)
Mastery of advanced level nursing skills and competencies in a variety of health care settingsutilizing the nursing process as a problem-solving tool.
Prerequisite: BIOL 2404 or BIOL 2401 and BIOL 2402; successful completion of all first-level VNSG courses with a grade of "C" or better
Co-requisite: VNSG 1201, VNSG 1230, VNSG 1262, VNSG 1334, VNSG 1409 and VNSG 2161

(WLDG) Welder/Welding Technology

WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting (1-4) (2 credits)
Oxy-fuel welding and cutting equipment. Includes equipment safety, setup, and maintenance.
Co-requisite: WLDG 1428 and WLDG 1313

WLDG 1307 Introduction to Welding Using Multiple Processes (2-4) (3 credits)
Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting,shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding(GTAW).

WLDG 1312 Introduction to Flux Cored Arc Welding (FCAW) (2-4) (3 credits)
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding(FCAW) equipment.
Prerequisite: WLDG 1430 with a grade of "C" or better

WLDG 1313 Introduction to Blueprint Reading for Welders (3-0) (3 credits)
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1317 Introduction to Layout and Fabrication (3-0) (3 credits)
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.
Prerequisite: WLDG 1313 with a grade of "C" or better

WLDG 1327 Welding Codes and Standards (2-2) (3 credits)
An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.
Prerequisite: Department chair approval

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) (2-6) (4 credits)
An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.
Prerequisite: WLDG 1204 with a grade of "C" or better

WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW) (2-6) (4 credits)
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.
Prerequisite: WLDG 1204 with a grade of "C" or better

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW) (2-6) (4 credits)
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.
Prerequisite: WLDG 1204 and WLDG 2453 with a grade of "C" or better

WLDG 1435 Introduction to Pipe Welding (2-6) (4 credits) An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.
Prerequisite: WLDG 1204 and WLDG 2443 with a grade of "C" or better

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) (2-6) (4 credits)
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.
Prerequisite: WLDG 1204 and WLDG 1428 with a grade of "C" or better

WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) (2-6) (4 credits)
Advanced topics in GTAW welding, including welding in various positions and directions.
Prerequisite: WLDG 1434 with a grade of "C" or better

WLDG 2453 Advanced Pipe Welding (2-6) (4 credits)
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.
Prerequisite: WLDG 1435 with a grade of "C" or better

(WRIT) Developmental Writing

WRIT 0311 Developmental Writing I (3-1) (3 credits)
This course focuses on the development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. **Note:** For institutions offering more than one level, this course shall be used for lower level(s) only

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- Nursing & Health Sciences 903–510–2662
- Professional & Technical Programs 903–510–2347
- Humanities, Communications and Fine Arts 903–510–2425
- Engineering, Mathematics and Sciences 903–510–2425

Apache Call Center:
- Admissions 903–510–2523
- Business Services 903–510–2569
- Cashiers 903–510–2672
- Financial Aid 903–510–2385
- Registrar 903–510–2401, 2401
- Transcripts 903–510–2400

Bookstore (Follett) 903–510–2522

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- On–Campus Emergency 903–510–2222

Career Services 903–510–2334

Center for Student Life and Involvement 903–510–2613

Center for Student Success 903–510–3342
- Office of the Dean 903–510–3342
- Division Director, Academic Resources 903–510–2285
- Early Alert 903–510–2047
- Learning Framework, Chair 903–510–2139
- NCBO Coordinator 903–510–3187
- TSI Readiness, Chair 903–510–3501
- Division Director, Student Resources 903–510–2495
- Disability Services, Director 903–510–2878
- Trio, Director 903–510–2612
- Tutoring Services, Director 903–510–3114
- Vaughn Library, Director 903–510–2759

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Counseling 903–510–2878, 2041

Dining Services (Aramark) 903–510–2516

Disability Services 903–510–2878
- TDD/TTY 903–510–2394

Distance Learning Information 903–510–2529

Campus Clinic 903–510–3862

Foundation, TJC 903–510–2382

Human Resources 903–510–2382

Intercollegiate Athletics 903–510–2458

Ornelas Health & Physical Education Center 903–510–2555

Recreation Room 903–510–2611, 2259

Residential Life and Housing 903–510–2345

Scholarships 903–510–3234

Student Affairs 903–510–2261

Testing Center 903–510–2617, 2049

Vaughn Library 903–510–2502

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- Inclement Weather 903–510–3000

TJC–Jacksonville 903–510–3331

TJC–Lindale 903–510–3100

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